Bewdley Carnival Association
2027 Carnival Planning Meeting

6:00pm | Monday 19th October 2026
Bewdley Bowling Club

Committee Attendees:
- Emily Bourne – Chair
- Alysha Bourne - Trustee
- Chris Edwards - Trustee
- Katie Johnson – Secretary & Trustee
- Nick Hinton – Trustee (Items 1, 2, 3 & 17)

Volunteers:
- Kim Johnson – Fundraising & Events
- Martin Smith - Marshals
- Sara – Fundraising & Events
- Simon – Stage & Entertainment

Apologies:
- Denise Eaton – Vice Chair & Trustee
- Christine Johnson - Treasurer
- Jenny Chamberlain
- Amanda Bradley – Trustee
- Elaine Passey - Trustee
- Ian Latimer – Trustee

1. Welcome & Apologies

The Chair opened the meeting, welcoming the volunteers and noting the apologies above.

2. Charity Status Update

The Chair gave an overview of the charity status update, noting that the final Trustee names and financial information had now been sent to Mikey who should be able to progress the application. We are waiting to hear back from him as to when this will be.

17. 2027 Carnival Budget Approval

The attendees reviewed the proposed ‘topline’ budget with the key highlights being:

- Cash in the bank is approximately £17k as of the meeting date (note that £2k of this is ringfenced for the pledge made to Friends of the Maypole).
- This is a 'maximum' budget; the intention is for the overall costs to be lower than currently estimated.
- The Insurance is estimated higher than 2026 due to the need to include Trustee Indemnity. A quote will be requested at the point of Charity status being approved. The Insurance is due to expire in February.
- It is hopeful that the Fireworks cost (£2,500) will be covered as a donation by Ritchie – DE will be the main point of contact for this.
- The First Aiders cost (£600) can be reduced; Wyre Forest Community First Responders (volunteer group) are providing cover and have asked for a reasonable donation – amount to be confirmed closer to the date.
- Quotes will be collated for the Portaloo at the start of the parade (KJ) and a sponsorship deal to be drafted (AB)

Noting the above, the attendees approved the draft 2027 Carnival Budget. This will now be reported against at each Finance meeting and Full Carnival Committee meeting by the Treasurer and Secretary.

3. Reminder of 2026 Carnival Feedback and areas for improvement

C Edwards gave an overview of the feedback from 2026 Carnival. The areas for improvement were listed as noise levels, diversity of floats and walking parade, parking, fairground options for older children, wider variety of food and timelier communication.

The attendees discussed options for parking, which included looking at Park & Ride options from Wribbenhall, using the Severn Valley Railway from Kidderminster, engaging with Diamond Bus and Mawley Oak Travel. NH will speak to Mawley Oak Travel, and EB will contact Diamond Bus.

It was suggested that the local traders be given first refusal on having a stall on the day, which includes the food traders. This could be advertised via the traders WhatsApp group, and a discount would also be offered.

For the fairground options, EB noted that we are not permitted to have bouncy castles, but Quads & Castles can offer alternatives for the older children. We would also need to speak to Jennings Fair. EB will reach out to both and bring options to the December meeting for approval.

In terms of communication, AB and CE will be spreading the word earlier and opening applications with plenty of notice for people to get involved.

4. Parade Route

EB raised safety concerns of the 2026 starting point (Anton Close, Trimpley Lane up to Meadow Rise). The attendees noted that this could be managed with stricter documented guidelines and extra marshals for crowd control, however ideally a rolling closure of Habberley Road would be the preferred option. It was felt that this would provide safer areas for the children and pedestrians to gather, as well as giving space for the lorries.

EB will speak to the council to see how much of Habberley Road could be closed for Carnival.

Jubilee Gardens was dismissed as an option for the carnival, not only due to the wedding party but also for the fees charged and the restrictions in place.

The Gasworks / Sabrina Drive may be an option for the youth groups, and EB will speak to the district officers to confirm if this can be made available to the carnival.

5. Parade Timings

On behalf of DE, AB gave an update on conversations with Amy (Guildhall) and the wedding couple. The wedding couple have requested for two cars to be able to get through the road closures at 11.45am to drop off the Bride and the Bride's grandmother.

Their ceremony begins at 12pm and should last 20-minutes, after which they will exit through Jubilee Gardens. They have requested for no music during the ceremony. It has also been suggested that Amy, EB, and the wedding couple confirm arrangements via email, which EB will reach out to Amy to confirm email addresses.

The attendees therefore agreed that the parade would start at 12.30pm. Traders will have set up and removed all vehicles by 10.30am latest, and the funfair should not be heard from its location on Load Street car park. The Bewdley Concert Band will be asked to open the stage when the carnival arrives in town, estimated at 1.00pm.

EB will therefore confirm these arrangements in writing back to Amy and the wedding couple.

6. Road Closures

EB will send the road closure maps to Martin for his awareness. CE will gather quotes for alternatives to Beaumont and will present them at the next meeting.

7. Sponsorship & Packages

The attendees agreed that the packages will remain the same for 2027, with the removal of the programme as it was felt that online advertisement is more effective. CE will therefore advertise the packages on the website as soon as possible.

8. Stage / Entertainment and Seating Options

Simon has kindly agreed to do the stage and will ask Alice for her contacts however noted that this would be a best endeavours approach. The acts would need to be sourced by others and coordination of times, setlists etc. would need another volunteer.

We will have the two stages (main stage and riverside stage). AB noted that DE has a contact who may be able to source the stage as current quotes are around £3,700. This item will be discussed in further detail at the next meeting.

9. Fireworks

NH confirmed that the Bowling Club can be used for the Fireworks under the same arrangement as 2026. DE would be the main contact for organising the fireworks and hopeful sponsorship / donation.

10. Funfair

As per item 3, Quads n Castles will be contacted to see what they can offer. EB will discuss and bring ideas to the next meeting.

11. Food Court

This item was parked, pending responses from town's traders for food options.

12. Carnival Theme

The attendees were in favour of setting a theme that would run through the whole of the Carnival, including the shop windows and parade. The chosen theme is 'Music through the decades.

It was noted that 26th June 2027 is also Armed Forces Day, and it would be nice to recognise the armed forces in some way or invite them to join the parade. KJ will add this to the next meeting agenda to discuss options in more detail.

13. Logistics

- Radios – the attendees agreed to purchase 10 more radios, taking the total to 30. Raynet will also be contacted to programme them for us. The Ofcom license will also need to be purchased (approved as per the budget).
- Toilets – KJ will look at options for alternative providers and lower costs, and AB will think of sponsorship ideas
- Bins – DE will organise as before.
- Car park hire – EB will confirm with the Town Council, which we hope will also provide a grant to cover the costs.
- Banners – On hold; this will depend on the sponsors for 2027
- First Aiders – Confirmed as Wyre Forest Community First Aiders.
- First Aid Training for committee – DE may have a contact from the AGM who could provide this, or alternatively CE has an option for Emergency First Aid at Work training for up to 12 people at £450. Sara also has some ideas around a fundraising event that could cover the cost of training and will send this over.
- Insurance – EB to send KJ the documents to review with the Risk group
- Safety Barriers – EB would like to have pedestrian barriers for certain part of the route, such as over the bridge and in town. EB will provide options at the next meeting for discussion (discuss with IL and Alan Banks).

14. Application Dates

- Marshal volunteers from 2026 will be contacted immediately to secure their availability for 2027. New volunteers will be able to sign up from January.
- Local Causes applications will open immediately, with a deadline of 31st December. These will then be announced in January.

- Shop Windows and Parade entry will open in January, with a closing date of Friday 18th June.
- Traders will be able to sign up from next week, with the deadline being end of May (all payment due at this point). A promo code will be offered to the local trades.

The attendees agreed that JC will take the lead for the Shop Windows. For 2027, the windows will be uploaded to Facebook for the public to vote on their favourite, and the mayor presenting the winner on Carnival Day.

15. Allocation of Roles / Training Requirements

KJ highlighted that our policies specify named contacts for the following roles:

- Data Protection Officer – CE volunteered for this role
- Safeguarding Lead (Adults & Children) - AB volunteered for this role
- Health & Safety Lead – CE volunteered for this role.

KJ will source the training courses required for completion for the Safeguarding and Health & Safety roles.

16. Policy & Risk

KJ took the attendees through the summary of key points from the documentation.

- The Safety Officer was confirmed as CE, the Marshal Lead will be Martin Smith, and the Medical Provider is Wyre Forest Community First Responders.

- Our Safeguarding policy notes that roles with regular contact with children need to have an enhanced DBS check. For ease, it was agreed that all committee members would have an enhanced DBS to ensure we are covers (approx. £12 per person), and KJ will coordinate this.

- The Internal Financial Controls were approved as documented.

- The Conflicts of Interests will be added as a standing item to all future meetings, and a record will be kept centrally.

- The time limit to call the police for a lost child was updated from 30 minutes to 15 minutes.

- The First Aid post needs to be confirmed, with Tesco's being the recommendation.

18. Any Other Business

Remembrance Day Parade – Wreath

- The attendees approved the £40 donation for the Wreath, with CE and JC attending the parade on behalf of the Carnival.

Business Cards

- CE will have 100 business cards ordered.

Business address for the charity

- KJ will look at quotes for a business address to be used as the registered address of the Carnival Association.

Thank you!

- A big thank you to Simon for his help with the 2026 Carnival. The attendees presented Simon with a little gift as a token of appreciation.

Meeting Dates

- The next full committee meeting was confirmed as Monday 7th December 6pm
- The Risk group is meeting on Monday 2nd November 5.30pm at The George
- All other Groups are working via WhatsApp and will call meetings as and when required.