

## **Middlewich Town Council**

### **Events and Communications Committee**

**Date:** Wednesday 2<sup>nd</sup> December 2015

**Time:** 5.30pm

**Venue:** Town Clerk's Office, Middlewich Town Council, Victoria Building, Lewin Street, Middlewich, CW10 9AT

#### **Agenda**

**1. Apologies for Absence**

**2. Declarations of Interest**

**3. Minutes**

To confirm as a correct record the minutes of the previous meeting held on 4<sup>th</sup> November 2015 (attached)

**4. FAB**

To receive the budget report for FAB25 and consider FAB 2016 (attached)

**5. Member's Items:**

Councillor W Walmsley has submitted the following items:

- That the Committee is provided with all relevant documentation and items for discussion a minimum of 24 hours in advance of the scheduled meeting.
- That the Committee discuss the possibility of using an Action Plan for every event and project which the Events and Communications Committee has responsibility for overseeing (a blank and completed Event Planner document is attached)

**6. Communications**

- To consider the launch of the new website

**7. Events Calendar**

To consider the Events Calendar 2016 (attached)

**8. Christmas Fayre**

To review the Christmas Fayre event held on 28<sup>th</sup> November

**9. Date of next meeting – Wednesday 6<sup>th</sup> January at 5.30pm**