

Middlewich Town Council

Events and Communications Committee

Minutes of a Meeting of the Town Council's Events and Communications Committee, held in the Town Clerk's office, Victoria Building, Middlewich on Wednesday 2nd December 2015, commencing at 5.30pm

PRESENT

Councillor CL Bulman (in the Chair), Councillors PJ Farrell, K Kingston, D Latham, S Moss, B Walmsley and W Walmsley

Officers in attendance: JPA Williams, Town Clerk, NL Antoney, Administrative Assistant, and DC Thompson, Events Manager

APOLOGIES FOR ABSENCE

Cllr J Eaton

222 DECLARATIONS OF INTEREST

Councillors B Walmsley and W Walmsley declared an interest in any matters relating to advertising, Councillor B Walmsley declared an interest in any items relating to her role on Cheshire East Council and Mr DC Thompson declared an interest in any items relating to catering.

223 MINUTES

Resolved: that the minutes of the previous meeting held on 4th November 2015 be approved as a correct record

224 FAB

The Committee discussed the budget report for FAB25 that was given by JPA Williams, the Committee considered FAB 2016 Budget and discussed whether it should be a ticketed event on the Friday or all free as FAB25 was. Committee discussed if we do have a ticketed event on the Friday, we would need a headline act for the Friday. Committee discussed the amount projected to spend on marketing and that we need to use social media and the new website to much better effect.

Resolved: D C Thompson to source what headline acts we could get for £8000, £6000 & £4000, the Committee agreed to discuss FAB 2016 at next meeting.

225 Members Items

- The Committee discussed that all documentation and items be available a minimum of 24 hours in advance of all meetings.
- The Committee discussed using an Action Plan for all Events and Projects which the Committee has responsibility for.

Resolved:

- It was agreed that all members are provided with all relevant documentation and items for discussion a minimum of 24 hours before each meeting.
- The Committee approved the blank Action Plan form provided to them and for it to be used for all events and projects.

226 WEBSITE

The Committee were advised that the new Website was now live and discussed a launch date.

Resolved: Committee discussed the date of the new website launch and it was agreed to hold it at the next Makers Market 19th December 2015. N Antoney to send a letter to local supermarkets and cake shops for donations of lollipops and mince pies to promote the launch. N Antoney also to design a book marker to advertise the new website.

227 EVENTS CALENDAR 2016

The Events manager submitted a revised list of events for 2016. The Members discussed the 2016 Events Calendar.

Resolved: That the proposed list of events for 2016 be noted and considered further at the next meeting.

228 Christmas Fayre

The Committee reviewed briefly the Christmas Fayre and said despite the weather, it had been a good event, with a good turn – out and many favourable and sympathetic comments.

Date of next meeting – Wednesday 6th January 2016 at 5.30pm.

The Meeting concluded at 6.40pm

Councillor CL Bulman

Chairman

Signed