

## **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 4<sup>th</sup> May 2016, commencing at 5.30pm**

#### **PRESENT**

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

Officers in attendance: JPA Williams, Town Clerk, DJ French, Assistant Clerk and DC Thompson, Events Manager

#### **APOLOGIES FOR ABSENCE**

Councillor J Eaton

#### **255 DECLARATIONS OF INTEREST**

Councillors B Walmsley and W Walmsley declared an interest in any matters relating to advertising; Mr DC Thompson declared an interest in any matters relating to catering.

#### **256 MINUTES**

##### **Resolved:**

That the Minutes of the meeting held on 6<sup>th</sup> April 2016 be confirmed as a correct record.

#### **257 FAB 2016**

The Committee considered FAB 2016 including:

- Festival Praise – Jeremy Cole had met with the Clerk and Events Manager and agreed to include some well-known hymns during the service; a further meeting would be held shortly and the suggestions from Members for hymns to include were noted. The Service would be from 11.00pm – 12 noon. After the service, Civic Guests would receive refreshments in the Wych Centre – this had been discussed with the Clerk, S Johns and Cllr Farrell. Members discussed how to reserve seating for Civic Guests including use of bunting; sashes on the back of chairs and reserved signs. Members asked if Tony Ford and David Spence could participate in the service.
- Business Support Scheme – there had been excellent take-up of the Scheme and Cllr Latham asked if invoices could be prepared which he and the Events Manager would hand deliver along with the complimentary tickets;
- Volunteers – a Volunteer Event would be held on 28 May in the Town Hall Function Suite. There were currently around 16-17 volunteers. It was noted that a team of volunteers would be needed to be based at the Wych Centre with Cllr Eaton being Zone Manager.

**Resolved:** that the update be noted and the matters discussed at the meeting be progressed.

## **258 WHAT'S ON GUIDE**

The Committee discussed the report of the Events Manager outlining income and expenditure for the Guide along with staff time spent on preparation work.

Members discussed the Guide and also noted the format and design of the Winsford Guide. The Committee also noted information given at the previous meeting from Bare Bones Marketing regarding their help with the Guide.

**Resolved:** that Bare Bones Marketing be asked to provide a quote for designing and producing the Guide including sourcing advertising and printing.

## **259 FUTURE EVENTS**

The Committee discussed forthcoming events and whether to hold an autumn funfair. The funfair would provide an income to the Town Council but Members felt that it would be good to have some different rides on offer.

The Town Council AGM and Mayor Making was taking place on 16<sup>th</sup> May and invitations were in the process of being sent out.

On 28<sup>th</sup> May a FAB Day of Music and Dance would take place, which would promote FAB. There was an opportunity for match funding via Barclays Bank.

**Resolved:** that:

(a) the update be noted; and

(b) a funfair be held on the Civic Way car park from 29 September – 2<sup>nd</sup> October.

## **260 MAYOR'S BALL**

The Committee noted the Income and Expenditure Account following the Mayor's Ball; a profit of £389.55 had been made.

**Resolved:** that the Income and Expenditure Report be noted.

## **261 COUNCILLOR ATTENDANCE RECORDS ON THE TOWN COUNCIL WEBSITE**

Councillor W Walmsley raised an item that proposed including attendance details on the website; many local Councils included this information on their websites.

**Resolved:** that Councillor attendance records be included on the Town Council website showing attendance at full Council and Committee meetings.

**Date of next meeting** – Wednesday 1<sup>st</sup> June 2016 at 5.30pm.

The Meeting concluded at 6.15 pm

**Councillor CL Bulman, Chairman**

**Signed** .....