

Middlewich Town Council

Events and Communications Committee

Minutes of a Meeting of the Town Council's Events and Communications Committee, held in Room 3B, Victoria Building, Middlewich on Wednesday 9th September 2015, commencing at 5.30pm

PRESENT

Councillor W Walmsley (Vice Chairman, in the Chair), Councillors S Moss and B Walmsley

Officers in attendance: JPA Williams, Town Clerk, DJ French, Assistant Town Clerk, NL Antoney, Administrative Assistant and DC Thompson, Events Manager; B Cope, Vision Action Plan Manager

APOLOGIES FOR ABSENCE

J Eaton and PJ Farrell

192 DECLARATIONS OF INTEREST

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

193 MINUTES

Resolved: that the minutes of the previous meeting held on 1st July 2015 be approved as a correct record

194 FAB25 BUDGET

The Committee reviewed the FAB25 budget. The current figures suggested the Festival was within budget but not all figures were known and there would be considerable losses on merchandise. The Council still had a lot of merchandise leftover and did not know sales figures from the FAB Fringe venues. The current offer of one t shirt plus one scrapbook for £5.00 had generated some sales. Members discussed the difficulty of selling merchandise without dedicated people to do this role. Members felt overall that the event was very good for the community and local businesses as it provided high quality free entertainment and brought many visitors to the town.

For the future, Members asked to receive regular updates of the FAB Action Plan showing progress to date and the Events Manager explained that he was looking at planning for FAB 2016 based on zones covering a specific area with one person responsible for all arrangements within each zone. He was also in discussion with

Stage Tech who provided the staging regarding a backcloth for the stage to advertise the role of the Town Council in organising FAB.

Resolved: that the update be received and noted and the points made discussed further as the arrangements for FAB26 progressed.

195 TOWN CRIER COMPETITION

The Town Clerk updated on the arrangements for the Town Crier competition; many arrangements were now in place – the programme had been prepared and sent to the Criers, accommodation booked and the arrangements for the Friday evening were all complete. A meeting would take place on site regarding the arrangements for the competition on Saturday. The trophies were yet to be purchased and the judges chosen; Councillor B Walmsley agreed to be one of the judges.

Resolved: That the update be noted.

196 LITERARY FESTIVAL 12th – 17th OCTOBER

B Cope, Vision Action Plan Manager, updated on the current position with Scribe, the Middlewich Literary Festival, taking place between 12th and 17th October. She had designed a programme which would be printed by the following week and the organisers and any volunteers would help to distribute to a wide area. Posters specific to each venue would be printed and tickets could be bought from venues, the Town Council offices and via the website and Eventbrite (website).

Resolved: that the update be noted.

197 TASTE AND TIPPLE 31st OCTOBER – 1st NOVEMBER

The Events Manager reported that he had spoken to a number of local food and drink establishments and had received a positive response. The event would be held alongside the Makers Market and Vicky was trying to seek a celebrity chef to do a demonstration along Wheelock Street.

Resolved: that the update be noted.

198 OVER 70'S PARTY 21st NOVEMBER 2015

The proposed date for the Over 70's party was Saturday 21st November. Entertainment had been provisionally booked; a gift for each attendee had been sourced; and hotpot and apple pie had been provisionally booked. The event would be advertised in the local paper and widely to community groups.

Resolved: that the Over 70's Party be held on Saturday 21st November from 12.30pm – 4.00pm, with hot pot and apple pie served, tickets free of charge from the Town Council offices.

199 CHRISTMAS LIGHT SWITCH ON AND MARKET 28TH NOVEMBER 2015

Members discussed the arrangements for the Christmas Fayre and Christmas lights switch on which was taking place on the same day as the Makers Market. Brass bands, Signal Radio Roadshow and some catering stalls had been booked and fireworks had been provisionally booked. There were also two celebrities appearing in panto who were booked to attend the lights switch on. The Committee discussed the possibility of the Market continuing later into the evening; this would be discussed with Vicky Jackson from the Makers Market. If the Market was to continue into the afternoon it would be difficult to include a parade as part of the Christmas celebrations.

Resolved: That the Town Clerk discuss with Vicky Jackson of the Makers Market the possibility of the Market starting later in the day and continuing into late afternoon; the other arrangements as discussed at the meeting be approved.

200 MAYOR'S EVENTS

The Committee was informed that the Mayoress would provide a list of all forthcoming events; these included a Christmas shopping evening in November and Fashion Show in April; the Elvis Tribute Act had been booked and would be a joint event with the Town Council with the profits split 50:50.

Resolved: that the update be noted.

201 UPDATE OF WEBSITE

The Town Clerk updated on the construction of the new website with which good progress was being made; Jane Jennings was providing high resolution photographs.

Resolved: that the update be noted.

Date of next meeting – Wednesday 7th October at 5.30pm.

The Meeting concluded at 6.35pm

Councillor W Walmsley

Vice Chairman (in the chair)

Signed