

## **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 on Wednesday 5<sup>th</sup> April 2017, at 5.30pm**

#### **PRESENT**

The Chair of the Committee Councillor J Eaton, Councillors CL Bulman, JK Kingston, S Moss, B Walmsley and W Walmsley

In attendance Town Clerk JPA Williams and Events Manager DC Thompson

#### **APOLOGIES**

Councillors PJ Farrell & DJ Latham

#### **DECLARATIONS OF INTEREST**

Councillor B Walmsley declared a pecuniary interest in any issues to do with advertising, as the Proprietor of Go Local magazine. Councillor W Walmsley declared a personal interest as the husband of Councillor B Walmsley

Mr DC Thompson declared an interest with regards to issuing contracts for catering at any Town Council Event, as the partner of N Tufft, the owner of the business 'Thai Experience'

Cllr Eaton declared an interest with regards the Wych Centre

Cllr S Moss declared an interest with regards the Victoria Hall

Cllr K Kingston declared an interest with regards the Heritage Trust

#### **MINUTES**

##### **Resolved**

That the Minutes of the Meeting held on Wednesday 1<sup>st</sup> March be received as a correct record

##### **FAB 2017 to consider the current arrangements**

The events manager updated the committee on progress to date;

A team to provide labor for set-up/take-down had still to be confirmed

Stalls were slowly booking in and the event manager advised he would co-ordinate set-up on Salinae and Town Wharf with help from nominated volunteers

The floating market was fully booked and a meeting with CRT will take place this month to finalise plans for the boat rally

the FAB Volunteers nights attracted 5 new volunteers which the event manager is following up and it was suggested asking Pete Anthony for his help to manage them

Bare Bones advised the Donna Louise Trust were also keen to help with volunteers

Charity stalls on the main site- discussion took place re InTune raising funds for the mayors charity. The event manager would meet with them to discuss what they can offer re onstage performance to justify their presence onsite

Cllr B Walmsley requested all council members be invited to volunteer their time at the festival

Paypal income amounted to £6800 to date

Box Office listing- requested to have ticket buyers surnames in alphabetical order, to make it more effective at the admission point

Site access was raised- the event manager will redraw the plan to improve pedestrian access

the Friday night Sponsors/VIPs reception would be discussed with Bare Bones to agree what we offer

Toilets will be better sited and have increased servicing/cleaning. Also more required on Harbutts Field c/w regular servicing

FAB Bar management had still to be resolved. Cocktail Bar and Gin bar were confirmed. A TENS Notice was required from CEC Licensing Dept

A new Pizza caterer was required for the main site as Woodland Pizza can't be here

The LED Screen was cancelled due to additional costs not included in the quote. Everyone agreed the money is better spent on Park & Ride

An up to date financial report will be ready for the next meeting including a marketing report from Bare Bones

**Resolved**

That the Events Manager follows up as required all above and report back to the next meeting

**Middlewich Heritage Officers report**

**Resolved**

The report was received with thanks including upcoming dates for the Brine Pump Open Days

**Middlewich Hosts**

The Town Clerk updated the committee and recommended he meets with the Knutsford Hosts organizer to consider what is possible

**Resolved**

That the clerk reports back to the Events Committee

**Town Crier Events 27<sup>th</sup> May 2017**

The committee reviewed the event planning form and were advised by the event manager all was on track as planned- the mayor was yet to be invited

**Resolved**

That the report was received

**Forthcoming events**

28 April the Mayors Ball. The Makers Market 29 April

The Meeting concluded at 6.30pm

Date of next Meeting: Wednesday 3 May

**Councillor J Eaton Chairman**

**Signed.....10/4/17**