

## **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 7 June at 5.30pm**

#### **PRESENT;**

The Chair of the Committee Councillor J Eaton, Councillors PJ Farrell, JK Kingston, S Moss, DJ Latham.

In attendance Town Clerk JPA Williams and Events Manager D Thompson.  
Middlewich Guardian reporter Sebastian Ellis

#### **APOLOGIES**

Councillors W Walmsley and C Bulman

#### **DECLARATIONS OF INTEREST**

The Events Manager declared an interest with regards to issuing contracts for catering at any Town Council Event, as the partner of N Tuftt, the owner of the business 'Just Thai Kitchen'

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 3 May be received as a correct record

Event Planning Forms for the upcoming FAB festival and the Car & Bike Show were supplied in advance by the events manager as requested

**FAB 2017 Event Planner;** a series of points were discussed-

Establish a Team to put-up signage in advance of the weekend

A litter-pick team is required for Market Field early on Saturday and Sunday mornings

A labour team to help as required in the set-up and take-down on Market Field. Cllr Latham and the event manager will meet to agree details

**Budget;** box office £16.2k. Closing date for advance tickets Weds 14 June. Tickets on the gate will be £25per adult. £12 U16

Less budget was required for generators thanks to support from Pochins PLC- a letter of thanks and invitation to be our guests at the festival is required

**Security-** it was agreed to have a male and female officer on the main gate entrance onto Market Field at all times, to stop/search bags.

Gate signage will advise `in the interest of public safety all bags will be searched`. This message will be highlighted on the festival website and APP to give visitors advance notice

New signage for main site was ordered to advise all emergency exits from the site

The Town Clerk advised he is meeting with Cheshire Police PCSO's later this week to discuss increased police presence at the festival

**Public access from Market Field to the Community Centre during the festival;** Cllr Eaton advised she had been asked to raise the issue of the Community Centre being isolated from Market Field, and to see if the emergency exit close to the Community Centre entrance could be open for a suitable period on Saturday.

Qualified security would need to be hired to staff the temporary entrance at a cost of £15.50per hour per person.

Bag searches required a male and female officer (as for the main gate)

It was suggested this can be done on Saturday 12noon-5pm, if the Community Centre stalls agreed to pay 50% of the security cost. Cllr Eaton will contact them and advise their response

**FAB Zones/Volunteers;** Volunteers were still coming forward and Cllr Eaton was coordinating the rota. The event manager supplied Cllr Eaton a revised zone plan which needs printing  
Morrisons Supermarket will provide a food voucher to enable volunteers to produce sandwiches each day. Staff/volunteers working all day will be offered food vouchers for the onsite caterers

**FAB Festival Bar;** Beer Trading Co will supply Lager and Cider plus bottled wine on sale or return. Merlin Brewery will provide real ales as last year plus bar management as agreed. The event manager will source/order the best value disposable glasses and 4pint flagons which proved popular last year and helped to reduce queuing time  
A license for Middlewich Town Council to run the bar has been obtained from Cheshire East Council

**Permissions for use of Cheshire East Council land;** the Town Clerk has supplied Cheshire East Council with details of the required usage c/w risk assessment and event plan

**Set-up on Market Field and Civic Way car park;** will begin on Thursday 15 June with arrival of the main stage and funfair. The Perimeter fence, stage barrier and marquees will also be erected and site toilets delivered.

Catering units and traders will set-up on Thursday afternoon and Friday

**Set-up on Salinae and Town Wharf site;** as previous, both sites will set-up on Saturday morning. A team of stewards will be on site to direct traders and assist with set-up

**STREETFEST;** programing was almost complete and will be highlighted on the festival APP and the website. The event will run 11am-3pm on Wheelock Street and the Bull Ring. The Festival Parade starts 11am from Tesco car park and follow the usual route thru the town centre and back to Market Field

Main Sponsors have been confirmed by Bare Bones Marketing as SP Energy and NFU Mutual High Street sponsorship was gratefully received by Aspect1. Blain Boland & Co. Solicitors. Colby Conduct Estate Agents. Elite Service Centre. Family Legal Solicitors. JAC Plumbing & Heating. Maggie Finns. Willow Bridal Boutique

**FAB Team;** the working group will meet on Weds 14 June 5.30pm to finalise the work schedule

**Middlewich Town Crier Competition;** the event was well received and supported though numbers of town criers was reduced on last year. Cllr Farrell suggested the competition performance area should face onto Wheelock Street and it was agreed to consider how this can be achieved next year. Many thanks to Dev and Sue for organising and hosting the competition. A letter of thanks will be sent to the White Bear for their support and sponsorship of this event

**Middlewich Funfair;** this year the funfair took place to coincide with the Rose Fete. The fair provided a range of more suitable rides.

It was unanimously agreed to give 50% of the funfair donation to the Rose Fete committee to support them

**Middlewich Market- to consider future markets on Wheelock Street;** much discussion took place and the consensus was for the town council to seek ways for a market to continue in the near future.

The Town Clerk made it clear, Middlewich Town Council has no budget to support any costs of staging a market. The committee will be advised of progress at the next meeting

### **Any Other Business**

**Cllrs Eaton and Latham** advised they have received a number of questions re the FAB festival by Jackie Eyre which they will answer in due course

### **Forthcoming events;**

**15-16 July Middlewich Classic Car & Bike Show**

**29-30 July Brine Pump Open Days**

**26-27 August Mayor`s Charity Boat Pull**

**The Meeting concluded at 6.15pm**

**Next meeting 5 July 5.30pm Room 3A, Victoria Building**

**Councillor J Eaton Chairman**

**Signed.....08/06/2017**