

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 9 November 2016, commencing at 5.30pm

PRESENT

Councillor J Eaton (in the Chair), Councillors CL Bulman, B Walmsley and W Walmsley

Officers in attendance: JPA Williams, Town Clerk and D Thompson, Events Manager

APOLOGIES FOR ABSENCE

Councillors K Kingston and S Moss

269 DECLARATIONS OF INTEREST

Cllrs B Walmsley and W Walmsley declared an interest in any matters relating to advertising and Mr D Thompson declared an interest with regard to catering

270 MINUTES

Resolved: that the Minutes of the meeting held on 5th October 2016 be confirmed as a correct record.

271 FAB 2017

The Committee discussed FAB 2017 and agreed to use the event planner as the working document

- £5000 MTC budget agreed
- FAB27 main stage format and site layout agreed. New area for toilets requires more planning with contractor
- Work with funfair to improve car park layout and have stewards to monitor parking each day
- The Events Manager to Source best 3yr deal for stage/lights/sound- 3 quotes required
- The Town Clerk/Events Manager to book suitable headline artist for opening/ticketed concert for 16 June- urgent to enable early promo/sponsorship
- Saturday/Sunday concerts to remain free admission for FAB27
- Bare Bones to revamp/run the FAB website plus facebook and twitter
- The Events Manager to arrange volunteer recruitment event in the new year
- The Events Manager to assign names/tasks to the vacant jobs listed- all members invited to volunteer
- Increase agreed regarding stall quality/rent on Market Field. Charity stalls on Salinae Field. Marquee options c/w layout for the next meeting
- Bare Bones be invited to next meeting to discuss marketing-VIP proposals

Resolved: that the actions outlined at the meeting and listed above be approved.

272 UPCOMING EVENTS

The Committee considered upcoming events:

Makers Market

- Agreed for the Town Council to host their surgeries in a tent outside Pineland at the next market- Makers Market to be informed

Christmas Fayre & Lantern Parade

- Agreed- all promotion to state the Mayor will switch-on the lights NOT panto stars
- 5 lantern making workshops have taken place at Fuzzy Edds/Harvester, organised by Lucy Such
- Purchase quantity of simple lantern light-ups for the parade
- The Events Manager to contact Cheshire Police regarding road closures/pedestrian safety on and around the bull ring
- The Events Manager advised a brass band and St. Luke`s grotto bus would be part of the Makers Market on 26 November

Resolved: that

(a) the Town Council stand at the Makers Market be located outside Pineland from now on; and

(b) the arrangements for the Christmas Fayre and Lantern Parade as outlined at the meeting be approved.

273 EVENT PLANNING

Cllr W Walmsley requested all 2017 event planning documents be completed and supplied in time for the next meeting.

Resolved: that the Events Manager complete and circulate Event Planners for all events in 2017 before the next meeting of the Committee.

Date of next meeting – Wednesday 7th December 2016 at 5.30pm.

The Meeting concluded at 7.00 pm

Councillor J Eaton, Chairman

Signed