

Middlewich Town Council

Events and Communications Committee

Minutes of a Meeting of the Town Council's Events and Communications Committee, held in Victoria Building on Wednesday 4 October at 5.30pm

PRESENT; Councillors J Eaton (Chairman), C Bulman, P Farrell, S. Moss, DJ Latham, K Kingston, W Walmsley

In attendance Assistant Town Clerk D French and Events Manager D Thompson

APOLOGIES; none received

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 Tufft, the owner of the business 'Just Thai Kitchen'

Cllr P Farrell declared an interest with regards to Middlewich Community Trust/Victoria Hall

Cllr K Kingston declared an interest re Middlewich Heritage Trust

Minutes

Resolved:

That the Minutes of the Meeting of the Committee, held on Wednesday 6th September 2017, be approved as a correct record subject to an amendment to the final sentence of the paragraph headed FAB Volunteers thank you to read: "it was also agreed for the volunteers 'thank you event' next year to happen week commencing 25 June 2018"

Roman Festival

The events manager advised a budget report will be ready for the next meeting Cllr Walmsley requested all events should have a cancellation policy, following cancellation of the Roman Festival Parade on Saturday morning due to heavy rain.

He also asked if the volunteers had been thanked for their support and the Committee discussed adopting a policy on volunteers to include contact details, support, provision of information.

Resolved: that

- (a) a Cancellation Policy be drafted for submission to a future meeting; and
- (b) a Volunteers Policy be drafted for consideration at the next meeting.

2018 What's On Guide

The committee agreed that we produce the 2018 guide in its current format with box adverts increasing in cost to £150ea to help cover increased production cost. Events manager to provide mock-up of layout and all costs for the next meeting. He also requested help to source advertising and to distribute the online edition.

Resolved: that

- (a) the What's On Guide be considered further at the next meeting to include layout and costs;
- (b) box adverts be increased to £150.

2018 Event calendar

The calendar was considered. Members discussed possible dates for the Town Crier Competition and agreed it should be held on a Market day; although dates had not been confirmed for 2018 the pattern was to hold the market on the 3rd Saturday of the month. Middlewich Annual Show will take place 8 Sept. Events manager agreed to chase-up all community events for their details

Resolved: that the Town Crier competition take place on Saturday 19th May.

Christmas Lights Switch-on

To date, a road closure order had been placed with CEC Highways and members would receive event programming details and budget plan for the next meeting. The lights will be switched-on by the Town Mayor- events manager to advise what is required. Panto guests attendance was to be confirmed.

Mexon Market

A long discussion took place regarding the market. Members raised a number of queries including the purchase or hire of gazebos; whether traders should be asked to bring their own; storage and transport options for infrastructure; staffing implications and the need for a support team to set up and break down the market stalls. The Assistant Town Clerk advised that to date the market had been organised by the Vision Manager with support from Town Council staff. The Vision Manager had recently organised a Vision meeting including some traders to discuss infrastructure. She had obtained some funding via a successful grant application to Cheshire East Council and the Vision also had funds of its own; these two sources could be used to purchase some infrastructure such as gazebos, weights and tables. Councillor Latham asked for it to be minuted that he had not been made aware of these funding options and was uncertain about the practicalities arising from purchase and storage of gazebos and the transportation and set up arrangements.

Members felt a market in December should be supported and agreed that further discussion was needed with the Vision Manager regarding the various points discussed at the meeting.

FAB28

The event manager advised that options for a headline artist were still being gathered and would be advised at the next meeting for agreement

Bullet points from the last meeting-

- The FAB logo has been amended to read Middlewich FAB Festival, as agreed
- New LED Screen for main stage- details were awaited
- Marketing for next year - Cllr Eaton will meet with Bare Bones to agree the budget for 2018

Resolved:

That the Chairman and officers meet with Bare Bones to discuss marketing for next year's FAB.

FAB28 Grass cutting

Officers from ANSA/CEC had met with a small group of members to discuss grass cutting to ensure the town looked its best prior to events, especially FAB. They had offered to attend a meeting of the committee.

Resolved:

That officers of ANSA and Cheshire East Council be invited to the next meeting.

Heritage update

Members noted copies of the Heritage report which had been sent to members in advance as previously agreed.

AOB

Cllr Walmsley requested 27 June is booked to host the FAB28 Volunteers Evening- a letter of invitation be issued as soon as details are confirmed

Cllr Walmsley asked if all monies for FAB27 had been received. Cllr Latham advised he would follow-up outstanding invoices for the Business Support Scheme and requested details from the Assistant Town Clerk

It was agreed invoices for the BSS will be issued when the ads are confirmed

Cllr Walmsley requested a budget plan is completed for each event and requisitions raised in advance for all spending

Cllr Eaton requested we have more control over use of the Wych Centre at the FAB festival Committee to agree what we require and advise Bare Bones of same

The Meeting concluded at 7pm

Next meeting 1st November 5.30pm Room 3A, Victoria Building

Councillor J Eaton, Chair of the committee

Signed.....05/10/2017