

## **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 1<sup>st</sup> November at 5.30pm**

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

In attendance; Town Clerk J Williams & Events Manager D Thompson

From ANSA/CEC Caroline Griffies, Charlie Griffies, Simon Davies

**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

**Minutes** That the Minutes of the Meeting of the Committee held on Wednesday 1 November 2017 be approved as a correct record- with the exception of the FAB Volunteers letter of invitation from the mayor which was not completed

**Event Plans 2018** As requested by Cllr W Walmsley the Events Manager supplied an event plan copy for each of next year`s events

**Resolved;** the copies were received

**Grass Cutting Policy with ANSA.** This agenda item was discussed first to avoid CEC officers waiting

CEC officers advised grass is cut every 2 weeks from April.

Cllr Latham advised the canal-bank on Booth lane was cut too late leading up to the festival, leaving long grass cuttings on the road.

He also advised, grass cutting around the towns boundary signs `Welcome to Middlewich` was not done leaving weeds to grow/obstructing the signs

The Town Clerk expressed thanks to the Street Cleansing Team for their help with waste collections during the FAB festival

**Resolved:**

CEC officers noted all requests and agreed to liaise with MTC members and staff to ensure areas were not missed or left too long, especially in the lead up to the FAB Festival

ANSA/CEC/MTC officers will again work together to manage the waste during the FAB Festival and a meeting will be arranged early in the new year

**Christmas Lights Switch-on & Market;** feedback on this year`s event

All agreed it was a success with the addition of the market and funfair

**Resolved;**

The Events Manager to thank all those who took part in the switch-on and will present proposals for next year`s event when the budget is advised

**Event Cancellation Policy;** to discuss/agree the Event Manager`s proposal

Much discussion took place regarding `who makes the decision to cancel`

Cllr Walmsley suggested the Events Manager should be present at all events and therefore he should make the decision

The Events Manager advised he does not attend all events so is unable to assume decision making for the events where he is not present

The Events Manager advised the committee to consider taking out cancellation insurance for their large events

**Resolved;**

Officers roles and responsibilities to be discussed and agreed asap

The Town Clerk to look into cancellation insurance

**FAB28 2;** to agree headline artist for 15 June 2018

The Events Manager advised, subject to contract `Peter Hook & the Light` had agreed to headline the opening concert and the fee was within budget

Discussion took place re contracts for all artists booked by MTC. Cllr Walmsley suggested each are issued with a pro forma invoice. Cllr Latham suggested a basic contract as issued to traders/suppliers Cllr Moss suggested any artist being paid over £500 requires approval by the events committee- this approval can be requested via email as/when required

Fees below £500 can be confirmed by the Events Manager

**Resolved;**

The committee advised the Events Manager to confirm all details urgently to enable the headliners contract to be signed and marketing to begin

All artists are issued with a contract agreement to sign/return, confirming their participation

The Events Manager will email committee members for approval, any artists with fees above £500

Fees below £500 can be confirmed by the Events Manager

**FAB28 3;** Agree how complimentary tickets are awarded

The Events Manager presented notes for consideration/agreement including a list of complimentary tickets given this year

**Resolved;**

Applications from charities- 3 family tickets made available

FAB Competition prizewinners- up to 20 family tickets

FAB Volunteers will not be offered a ticket next year except those with specific roles as agreed by the volunteers manager

Sponsors will be offered complimentary tickets based on this year

`Artists Guests` will only be admitted if they are on the guest-list which is submitted in advance by the Events Manager, to staff on the site entrance

**FAB28 4;** Confirm hosting sponsors/volunteers and allocation of BSS funds

The Events Manager distributed his suggestions for discussion/agreement  
Cllr Latham suggested the Sponsors/VIP Reception should be held in the Victoria hall where guests could be properly catered for. He advised a number of BSS sponsors this year complained about lack of food/refreshment when they arrived for the reception  
Cllr Farrell offered to help host the reception next year to ensure this was not repeated

The Events Manager recommended making full use of Victoria Hall next year and using the hall on Friday night for the reception would obviously restrict what takes place on that night

Time did not allow for discussion/agreement regarding allocation of BSS funds

**Resolved;**

Confirm Victoria Hall for Sponsors/VIP Reception Friday 15 June  
Cllr Farrell to help with hosting the reception

Events Manager will provide details of proposed use of Victoria Hall for FAB28 at the next meeting

Allocation of BSS Funds to be agreed at the next meeting

**Over 70s Party 2018;** agree date for 2018

Cllr Walmsley requested the date be Saturday 24<sup>th</sup> November. He also requested that the Events Manager should be present

The Events Manager advised this would be the day following the Christmas Lights Switch-on and finding volunteers for the party would be difficult, given that members/staff would be working at the Christmas Lights event on 23<sup>rd</sup> November

**Resolved:**

The Victoria Hall diary to be checked to see if 24<sup>th</sup> November was available for the party

**Whats On Guide;** review layout and finalise 2018 Calendar

The Events Manager presented a revised layout for approval  
Cllr Eaton drew attention to the amount of advertising still required. The Events Manager advised he is again working alone on all aspects of the guide and is doing all he can to secure advertising and content to meet print deadlines

Cllr Eaton advised the Middlewich Annual Show date was now 1<sup>st</sup> September 2018

**Resolved;**

The layout was approved and the Events Manager will do all he can to secure advertising and new content in time for print deadline

The revised date for Middlewich Annual Show be included in the 2018 calendar

**AOB**

Cllr Walmsley asked if all FAB Sponsorship monies had been received  
The Town Clerk advised two sponsors were yet to pay

**Resolved;** Town Clerk and Cllr Latham to follow-up and collect outstanding invoices

**The Meeting concluded at 7.10pm**

**Next meeting WEDS 3<sup>rd</sup> January 5.30pm. Room 3A, Victoria Building**

**Councillor J Eaton, Chair of the committee**

**Signed.....12/12/2017**