

Middlewich Town Council

Events and Communications Committee

Date: Wednesday 3rd April 2019

Time 6pm

Venue: Room 3B, Middlewich Town Council, Victoria Building, Lewin Street, Middlewich, CW10 9AT

Minutes

The meeting was attended by- Cllrs J Eaton. P Farrel. B Walmsley. K Kingston + J Williams and D Thompson

1 Apologies for Absence- received from Cllr Bulman

2 To approve the Minutes from the last Committee Meeting, Wednesday 6th March 2019, and the notes from the FAB Working Group, Tuesday 19th March 2019 (to follow)

The minutes were approved

3 Town Mayor's Civic Dinner and Ball

All arrangements were in place

4 FAB Festival: To review the Actions in the Action Plan

The event manager was asked to provide details of stalls/activities planned for Town Wharf. He advised using the site had full permission of the owner and a range of activities/stalls/promotions will take place that will take-up most of the site. All was confirmed except the CRT Trip Boat.

Cllr. Eaton suggested a meeting with DT-CF-HI to ensure no cross-over of stalls and to consider any gaps to fill. Also confirmed that we are obliged to book Hollands Funfair for Civic Way car park.

The sponsors pack was ready to print. The event manager asked if a more generic copy could be produced which does not limit or state the amount of sponsorship required, for potential corporate sponsors. This was agreed.

A list of confirmed artists-entertainment-stalls will be supplied to the committee in advance of the next WG meeting c/w income-expenditure figures.

The festival APP was discussed and it was agreed for Cllr. Eaton and the Town Clerk to meet with Bare Bones to see what is possible. The event manager was asked to source potential sponsors for a new APP.

5 Town Crier Event and Mexon Market Arrangements on 18th May 2019

Plans were progressing although it was noted only a small number of entrants for the competition had been confirmed to date. Stalls for the market were also limited and it was agreed a minimum of 20 stalls must be confirmed for the market to take place. Various ideas were suggested to recruit more stalls.

The event manager requested a meeting with staff to agree `who does what` to ensure no misunderstandings. He also suggested council considers inviting a professional market organisation eg `the Artisan Market` to run future markets, and he was asked to make contact.

6 Preparations for the Town Council AGM and Mayor Making on 20th May 2019

The hall is booked although catering was not. Cllr. Eaton will source a local supplier. A standard layout was required with the meeting due to begin at 6.30pm.

7 AOB

Cllr. Kingston advised the new Heritage Garden on Brooks Lane would open on 20 July.

The event manager was asked to invite Hollands Funfair to a meeting to agree what rides they will have on Civic Way car park.

The Town Clerk asked if the committee wanted to advertise any upcoming events in Go Local. It was agreed a ½ page ad for the Town Crier would be confirmed for the next issue.

The Town Clerk advised a Bandstand will be erected on Fountain Fields in time for the FAB Festival and should be utilised if at all possible. All agreed we should make use of it if possible.

Date of next meeting: Wednesday 1st May 2019 at 6pm