

MIDDLEWICH TOWN COUNCIL
Victoria Building,
Lewin Street,
Middlewich, CW10 9AT
Telephone – 01606 833434
Email – admin@middlewich.org.uk



Dear Councillor

You are summoned to attend a meeting of the External Committee which will be held in Room 3A, Victoria Building on 25th February 2020 commencing at 7.15pm.

Yours sincerely

A handwritten signature in black ink, appearing to read "Lisa Benskin".

Lisa Benskin

Interim Town Clerk

AGENDA

PART 1

1. Apologies for Absence
2. Declarations of Interest
3. Public Participation

A period not exceeding 5 minutes for members of the public to ask questions or submit comments

4. To approve the minutes of the meeting held on 6th February 2020 (**attached**)
5. To consider the number of free tickets to be offered for Folk and Boat 30 either to charitable causes or for promotional purposes
6. To consider the mechanism for the purchase of resident's tickets for Folk and Boat 30 (**attached**)

PART 2

To make a resolution to move into Part Two session and exclude the Public and Press from the Meeting on the basis that the items to be discussed involve staffing matters, sensitive financial information and personal details of third parties.

7. To Consider and approve the Friday Night Headline Artist

DATE OF NEXT MEETING: Tuesday 5th March at 7.15pm

MIDDLEWICH TOWN COUNCIL
Victoria Building,
Lewin Street,
Middlewich, CW10 9AS
Telephone – 01606 833434
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EXTERNAL COMMITTEE

Minutes of a meeting of the Town Council's External Committee held in Room 3A, Victoria Building on Thursday 9th February 2020, commencing at 7.15pm

PRESENT

Councillor S Boyle (in the Chair), C Bulman, D Latham, G Orme, V Perez, H Watkinson.

In attendance: N Antoney, Administrative Assistant and D Thompson Events Manager

EX2 – 106 APOLOGIES FOR ABSENCE

Resolved:

Councillor C Jones (Personal) D Latham (Illness) G Williams (Work)

EX2 - 107 DECLARATIONS OF INTEREST

Resolved:

D Thompson declared an interest in all items relating to catering.

EX2 - 108 Public Participation

To consider any public questions raised on the night or submitted in advance.

Resolved:

No public questions were raised on the night or submitted in advance.

EX2 - 109 MINUTES

Resolved:

That the Minutes of the meeting of the External Committee held on the 20th January 2020 be confirmed as a true record.

EX2 – 110 Community Centre Report

The committee considered the report on the Community Centre.

It was **resolved** that the committee approve the booking of the Community Centre and agree to match the current booking fee of £500 and agree to house the community centre's

booking on Civic Way car park in a marquee with costings of a marquee being obtained by the Events Manager as in report EX2101.

EX2 – 111 Town Crier Report

The committee considered the report on the Town Crier Competition 2020.

It was **resolved** that the competition will be held on Wheelock Street, paying for one night's competition, providing breakfast and lunch on day of competition and complimentary tickets for either Friday or Saturday night main stage as in report EX2102.

EX2 – 112 Locking of Fountain Fields

The committee discussed the further locking of Fountain Fields.

It was **resolved** that the Admin Assistant contact the security company to arrange the continuation of locking of Fountain Fields at weekends, school holidays and opening them.

EX2 – 113 F&B 30 Update

The committee considered F&B 30 Update.

Resolved:

It was **resolved** that ticket prices be agreed and approved as in report EXT21904 and that the update be noted. The Committee requested that the Chair of the FBWG attend all future External Meetings to provide a report.

EX2 – 114 Town Hanging Baskets

The committee considered a verbal update.

Resolved:

Having had a verbal update regarding the Towns Hanging Baskets, It was **resolved** that the External Committee make a recommendation to full council, that the Town Council take on this role.

EX2 – 115 VE Day Celebrations

Resolved:

It was **resolved** that the Council celebrate VE Day 75 with a Tea Dance to be held in Victoria Hall and on the 8th May 2020. External Committee noted the impact on the staff due to the day being a bank holiday and to make recommendations to the next Internal Meeting to consider this issue.

PART TWO

RESOLVED:

That the Meeting be moved into Part Two Session, and the Public and Press be excluded from the Meeting, on the basis that the items to be discussed involved commercially sensitive information.

EX2 – 104 To confirm and approve the Friday Night Headline Act for F&B 30

The committee discussed the Friday Night Headline Act for F&B 30.

Resolved:

It was **resolved** that the committee approve the artist and costing for the Friday Night Headline act for F&B 30 as recommend in EX21903.

Date of next meeting – Thursday 5th March 2020 at 7.15pm.

The Meeting concluded at 8.33 pm

Councillor S Boyle, Chairman

Signed

Report to: External Committee

Report Ref: EXT1907
Meeting Date: 25th February 2020
Agenda Item: 7
Prepared By: Interim Town Clerk



Subject: Folk and Boat Resident Tickets

Members will recall that at the last External Meeting on Thursday 6th February 2020, it was resolved to offer a discounted ticket price for Middlewich residents.

When coming to set this up on the website, it has been identified that an additional 'plugin' will be required so that residents are required to sign up to be a 'member'. This will enable address details to be obtained and checked to ensure that they are residents and therefore entitled to the resident price tickets. The resident's tickets will only be available in the members area of the website.

This does mean that a member of staff will need to check each "members" details to ensure they qualify for the discount.

If the Privacy noticed provided to the residents at the time of sign up covers this, the details obtained could also be used as a mailing list for future events.

The cost of the WooCommerce Memberships plugin is \$199 dollars or approximately £154.57 based on the exchange rates at the time of purchase and any foreign transaction fee applied by the bank. This will be a one-off cost and can therefore be used in future years.

The only other option would be for residents to have to come into the office with proof of address to purchase tickets. It is noted that the Committee wanted to avoid this if possible, given the current pressures on staff workloads.

Decisions Required

Members should consider if they wish to approve the purchase of the WooCommerce Memberships plugin at \$199 dollars.