

Knutsford Town Council

Town Clerk: Adam Keppel-Green

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

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townclerk@knutsfordtowncouncil.gov.uk



9th April 2018

To: **The Members of Knutsford Town Council Events and Town Centre Management Committee**

Dear Councillor,

You are summoned to attend the meeting of the Knutsford Town Council Events and Town Centre Management Committee to be held at 19:00 on Monday 16th April 2018 in the Lower Council Chamber.

Yours sincerely,

A handwritten signature in black ink that reads 'A Keppel'.

Adam Keppel-Green

Town Clerk

Agenda

- 1 To receive apologies for absence
- 2 To note declarations of members' interests
- 3 Public Participation
A period not exceeding 5 minutes for members of the public to ask questions or submit comments
- 4 To receive and confirm the minutes of the meeting held on 12th March 2018 (**attached**)
- 5 To consider the committee budget and spending to 31st March 2018 (**attached**)
- 6 To receive a report from the Town Centre Manager (**attached**)
- 7 To consider the introduction of a park and ride scheme for the Christmas Market (**attached**)
- 8 To consider a proposed 'Flowers in Wallwood' initiative (**attached**)
- 9 To consider a proposed Taste Knutsford initiative (**attached**)
- 10 To consider the funding of the 2056 (Knutsford) Squadron Air Training Corps marching band, referred by the Finance Committee (**attached**)
- 11 To consider whether Makers Markets should be permitted on Easter Sundays
- 12 To consider matters related to the Knutsford Events Forum
- 13 Member questions to the Clerk
- 14 To consider the actions log (**attached**)
- 15 To note the date of the next meeting (11/06/2018)

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Minutes

of the

Events and Town Centre Management Committee meeting held 12th March 2018

In the Lower Council Chamber of the Town Council Offices

E17/060 Present

Cllrs Malloy, Power, Coan and Wells-Bradshaw.

In attendance: S Morgan (*Deputy Town Clerk*)

E17/061 To receive apologies for absence

Apologies were received from Cllrs Forbes (personal business) and Mrs Wells-Bradshaw (business)

E17/062 To note declarations of members' interests

No member declared an interest in any item under discussion.

E17/063 Public Participation

No members of the public wished to speak

E17/064 To receive and confirm the minutes of the meeting held on 18th December 2017

It was **RESOLVED** to confirm the minutes.

E17/065 To consider the committee budget and spending to date

The budget and spending year to date was noted.

E17/066 To receive a report from the Town Centre Manager

The report of the Town Centre Manager was noted, and members expressed thanks to the Town Centre Manager for her work to date. The Town Centre manager role was discussed, with the view that continuing to build relationships with local businesses would enhance sponsorship opportunities and assist the BID process. It was agreed that relevant sponsors and contacts should be passed on to the Town Centre manager.

E17/067 To receive an update on the music festival and to appoint an additional member to the working group

The update was noted and it was **RESOLVED** to appoint Cllr Wells-Bradshaw to the working group. It was agreed that all members should be encouraged to assist with the festival and that an email briefing would be sent out with details of support required.

E17/068 To consider matters related to Christmas events

It was **RESOLVED** that officers progress with the organisation of the 2018 Christmas events in line with 2017 arrangements amended as per the output of the review.

It was **RESOLVED** that the new idea for Advent Live be further explored and developed, with a detailed report to be presented to the July committee meeting.

The committee requested that the crib is painted by the Town Ranger and that the broken wheel be replaced by Cllr Wells-Bradshaw.

E17/069 To consider the award of tender for the Christmas Illuminations 2018-2020

It was **RESOLVED** to award the contract to Festive Lighting Company, approving the proposed scheme on the proviso that in the event Tatton Street and Regent Street (rather than Church Hill) are not sponsored on a three-year agreement that they are removed from the scheme.

E17/070 To consider an update from the WWI Commemorations working group

It was **RESOLVED** to authorise the Town Clerk to apply for grant funding towards the cost of the purchase and installation of a Beacon. It was **RESOLVED** to make a recommendation to the Blue Plaque Appraisal Panel in respect of a blue plaque for Heathfield Square

E17/071 Member questions to the Clerk

It was requested that the wire soldiers be considered for incoming trains as part of the WWI events and that pursuing a full marching band for the Remembrance Sunday parade should be a priority due to the time scale to organise this. Details of setting up an Air Cadets band were discussed, and this will be added to the action log.

E17/072 To consider the actions log

The Actions log was omitted from the agenda for this meeting. This will be reinstated on the next agenda.

E17/073 To note the date of the next meeting

The date was noted.

Month No : 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Events & Town Centre							
401 Christmas Events							
4112	Print	381	971	500	-471	-471	194.3 %
4180	External contractors	3,765	3,613	4,500	887	887	80.3 %
4250	Christmas Festivities	2,728	0	0	0	0	0.0 %
4255	Events costs	968	4,252	3,000	-1,252	-1,252	141.7 %
4256	Lantern Parade	2,075	2,450	2,500	50	50	98.0 %
	Christmas Events :- Expenditure	9,917	11,287	10,500	-787	0	107.5 %
1305	Donations Received	0	25	0	25		0.0 %
1999	Misc Income	0	900	750	150		120.0 %
	Christmas Events :- Income	0	925	750	175		123.3 %
	Net Expenditure over Income	9,917	10,362	9,750	-612		
402 Christmas Market							
4090	Professional Fees	21	21	250	229	250	108.4 %
4101	Insurance	0	343	500	157	157	68.6 %
4180	External contractors	10,545	9,479	7,000	-2,479	-2,479	135.4 %
4205	Misc Purchases	0	454	0	-454	-454	0.0 %
	Christmas Market :- Expenditure	10,566	10,297	7,750	-2,547	250	136.1 %
1200	Christmas Market income	13,785	17,895	12,000	5,895		149.1 %
1999	Misc Income	900	0	0	0		0.0 %
	Christmas Market :- Income	14,685	17,895	12,000	5,895		149.1 %
	Net Expenditure over Income	-4,119	-7,598	-4,250	3,348		
403 Christmas Lights							
4174	Utilities	88	0	150	150	150	0.0 %
4180	External contractors	35,449	28,912	28,700	-212	-212	100.7 %
4615	Shop Christmas Trees	1,962	2,503	1,750	-753	-753	143.0 %
	Christmas Lights :- Expenditure	37,498	31,414	30,600	-814	0	102.7 %
1320	Sales / Service Provision	2,029	2,948	1,900	1,048		155.2 %
1999	Misc Income	1,000	0	0	0		0.0 %
	Christmas Lights :- Income	3,029	2,948	1,900	1,048		155.2 %
	Net Expenditure over Income	34,469	28,466	28,700	234		

Month No : 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
415	<u>Town Centre Management</u>						
4090	Professional Fees	0	0	1,000	1,000	1,000	0.0 %
4112	Print	0	1,676	950	-726	-726	176.5 %
4180	External contractors	0	0	500	500	500	0.0 %
4205	Misc Purchases	0	46	0	-46	-46	0.0 %
4625	Coach Friendly Town Scheme	0	0	1,500	1,500	1,500	0.0 %
	Town Centre Management :- Expenditure	0	1,723	3,950	2,227	0	43.6 %
1305	Donations Received	1,500	0	0	0		0.0 %
1315	Advertising Income	0	1,100	950	150		115.8 %
	Town Centre Management :- Income	1,500	1,100	950	150		115.8 %
	Net Expenditure over Income	-1,500	623	3,000	2,377		
420	<u>Artisan Markets</u>						
4090	Professional Fees	2,000	-2,000	0	2,000	2,000	0.0 %
	Artisan Markets :- Expenditure	2,000	-2,000	0	2,000	2,000	0
1201	Makers Market Income	4,800	0	0	0		0.0 %
	Artisan Markets :- Income	4,800	0	0	0		
	Net Expenditure over Income	-2,800	-2,000	0	2,000		
430	<u>Town Awards</u>						
4060	Refreshments/catering	0	214	250	36	36	85.4 %
4112	Print	113	104	250	146	146	41.6 %
4255	Events costs	0	68	250	182	182	27.4 %
	Town Awards :- Expenditure	113	386	750	364	0	51.5 %
1300	Sponsorship income	500	0	500	-500		0.0 %
	Town Awards :- Income	500	0	500	-500		0.0 %
	Net Expenditure over Income	-387	386	250	-136		
440	<u>Music Festival</u>						
4151	Venue Hire Costs	0	330	400	70	70	82.5 %
4255	Events costs	0	4,391	3,350	-1,041	-1,041	131.1 %
4300	Publicity	0	1,158	750	-408	-408	154.4 %
4995	Refunds	0	180	0	-180	-180	0.0 %
4999	Misc Costs	0	150	0	-150	-150	0.0 %
	Music Festival :- Expenditure	0	6,209	4,500	-1,709	0	138.0 %

Month No : 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1315 Advertising Income	0	100	0	100			0.0 %
1320 Sales / Service Provision	0	2,620	0	2,620			0.0 %
1999 Misc Income	0	330	0	330			0.0 %
Music Festival :- Income	0	3,050	0	3,050			
Net Expenditure over Income	0	3,159	4,500	1,341			
450 Other Events / Projects							
4090 Professional Fees	0	0	0	0	2,000	-2,000	0.0 %
4257 Commemorative Events	308	0	0	0		0	0.0 %
4266 Donation	0	50	0	-50		-50	0.0 %
4600 New Events	854	253	500	247		247	50.6 %
4601 Remembrance Sunday	303	363	1,500	1,137		1,137	24.2 %
4605 Town Centre Bunting	1,015	2,460	2,600	140		140	94.6 %
4610 Tour of Britain Legacy	0	0	500	500		500	0.0 %
4620 Pumpkin Path	0	2,556	2,000	-556		-556	127.8 %
4999 Misc Costs	5,000	0	0	0		0	0.0 %
Other Events / Projects :- Expenditure	7,480	5,682	7,100	1,418	2,000	-582	108.2 %
1201 Makers Market Income	0	3,904	4,800	-896			81.3 %
1300 Sponsorship income	2,390	0	0	0			0.0 %
1305 Donations Received	500	154	0	154			0.0 %
Other Events / Projects :- Income	2,890	4,058	4,800	-742			84.5 %
Net Expenditure over Income	4,590	1,624	2,300	676			
Events & Town Centre :- Expenditure	67,575	64,998	65,150	152	4,250	-4,098	106.3 %
Income	27,404	29,977	20,900	9,077			143.4 %
Net Expenditure over Income	40,170	35,022	44,250	9,228			

Report to: Events Committee

Report Ref: E1723
Meeting Date: 16th April 2018
Agenda Item: 6
Prepared By: Town Centre Manager



Subject: Town Centre Manager's Report

1.0 TOWN CENTRE MANAGEMENT UPDATE

1.1 GDPR WORKSHOP

A GDPR (General Data Protection Regulation) workshop for local businesses was held on 21st March 2018 at the Town Council Offices run in conjunction with Knutsford HR & Recruitment, part of Knutsford Admin. About 22 businesses and organisations attended and gave positive feedback. The feedback after these workshops is very positive and further research will be done as to content/partners for future workshops.

1.2 EVENT FORUM

The second **Events Forum** was held on 22 March 2018 with 21 organisations attending. The meeting covered current events in place on Knutsford's event calendar, and ideas and discussion on available funding and promotion. The next meeting will be held in June.

1.3 TOWN CENTRE SHOPPING MAP

The Town Centre Shopping Map is currently in the design stage. Once completed The Town Centre Map will be put into production.

1.4 DEMENTIA FRIENDLY TOWN INITIATIVE

The Town Centre Manager is supporting the Dementia Friendly Town initiative by promoting the campaign to local businesses. So far four local businesses have agreed to take part and receive training.

1.5 BUNNY HOP

The Town Centre Manager organised the annual Bunny Hop which took place on Saturday 31st March. The event had two sponsors – Mr Simms and Waitrose and was supported by approximately 30 shops and businesses.

1.7 BENCHMARKING

As part of the benchmarking programme a business confidence survey was sent out on January 8th. The response rate to this has been extremely disappointing – 25 in total. We are currently distributing print copies to increase responses.

1.8 BUSINESS IMPROVEMENT DISTRICT

A BID meeting is to be held at The Courthouse on 25th April at 6pm. The evening will include an overview of BIDs and the BID process as well as a presentation from Altrincham BID and impartial advice. We have also asked Groundwork to present but are waiting on a reply. So far, the response to this has been quite poor – around 10 organisations attending so far. We are distributing a flyer regarding this meeting to town centre businesses along with the Business Confidence Questionnaire.

Report to: Events Committee

Report Ref: E1720
Meeting Date: 16th April 2018
Agenda Item: 7
Prepared By: Town Centre Manager



Subject: Christmas Markets Park & Ride Scheme

1.0 INTRODUCTION

The Town Council Christmas Market has become increasingly popular over the years with visitor numbers increasing and the geographical spread of those visitors widening. The 2017 visitor survey showed people visiting from as far north as Newcastle upon Tyne and as far south as Derbyshire. Whilst this is good news for Knutsford tourism, restaurants, shops and the market itself it brings challenges to the town's limited parking facilities during that weekend.

The Town Centre Manager investigated providing a Park & Ride scheme to reduce town centre congestion and reduce parking on residential areas. Introducing a Park & Ride would tackle the issue of car parks being closed for the market and allow on street parking to be coned off in places to ease traffic flow. The park and ride would be advertised in event literature and roadside directional signage would be in place during the event.

2.0 PROPOSED PARK & RIDE SCHEME

Shortly after the 2017 Christmas Market Booths Hall was approached with view to using their car park for both market days (1 & 2 December 2018). This was agreed with the owner Bruntwood on the proviso that the Town Council paid for a security guard, the cost of this being £350. The costs of operating a park and ride service between Booths Hall and the Bexton Road Bus Station were explored with local coach and bus companies. Go Goodwins was felt to offer the most cost-effective price, with a wheelchair and pushchair accessible service. The cost includes two drivers per day to ensure a continuous service during driver rest breaks. The cost of this is £980.

It is recommended that there is not a set charge for the service, but that donations are collected by the Knutsford Hosts, Lions or Scouts. The donations could be split with the collecting organisation. It is considered that a set charge may discourage use of the scheme and it would be necessary to include VAT in any charge made (donations are not subject to VAT).

The total cost for introducing a park and ride is £1,330. This would reduce the overall surplus made by the Christmas Market but it is considered that it would improve the visitor and residents' experience during the Christmas Market.

3.0 RECOMMENDATION

It is recommended that the committee approves the Park & Ride Scheme as outlined.

Report to: Events Committee

Report Ref: E1724
Meeting Date: 16th April 2018
Agenda Item: 8
Prepared By: Town Centre Manager



Subject: Flowers in Wallwood

1.0 BACKGROUND

The annual RHS Show will soon be upon us and as a town we need to be constantly looking at ways of both promoting Knutsford and engaging the Knutsford community during this event. The retailers are involved in the floral walk and the Town Centre Manager has explored an initiative to involve community groups, nursing homes, schools and nurseries in some way.

2.0 THE EVENT

The idea is to create a 'meadow' of wooden flowers and 'plant' them in Wallwood a week before the show commences to be on display throughout the Tatton RHS Show. The flowers would be assembled by the Town Ranger and delivered to participating schools, nurseries and care homes. The flowers would be made from a central wooden disc, strong willow petals and affixed to wooden stem. The central disc would be the focus of decorating by the participating organisations.

The flowers would be decorated by these groups (in any way they wish) and then 'planted' in Wallwood. Each would have a plaque detailing whose flower it was and it is envisaged that the Mayor would open this 'meadow' and it would be a lovely community event bringing generations of Knutsfordians together. There would be ample opportunity for PR throughout the event.

There is an inherent risk of vandalism, but it is considered this should not prevent such community activities. At the flower show's close the flowers would be delivered back to the organisation. Initial research amongst schools, pre-schools and care homes has been extremely positive and welcoming. It is envisaged that 20 flowers would be assembled.

3.0 FINANCIAL IMPLICATIONS

The total cost for the initiative is £270; this comprising the cost of the MDF flower centres, stems and willow for the petals. As the committee does not hold any surplus budget for new initiatives, a sponsor would be sought to cover these costs.

4.0 DECISIONS REQUIRED

The committee should consider whether to implement 'Flowers in Wallwood' as outlined in this report.

Report to: Events Committee

Report Ref: E1725
Meeting Date: 16th April 2018
Agenda Item: 9
Prepared By: Town Centre Manager



Subject: The 'Taste Knutsford' Food Tour

1.0 INTRODUCTION

Taste Knutsford is a concept aimed at capitalising on Knutsford's reputation as one of the leading culinary towns within the North West by organising tasting tours by some of our restaurants and eateries. These tours would take place on a normal day throughout the year and involve no road closures or business interruption. This would help bring footfall into the town, promote our shops and heritage as well as those businesses taking part in the tour.

The idea was inspired by a Food Tour undertaken in Greenwich Village, New York. The tour was fun and interesting, focusing on food with a small overview of interesting architecture and local stories, something again Knutsford has plenty of. The tour was a foodie tour, however, and you came away 'full'.

In short, the NYC tour process was:

- Book and pay on line
- Meet your guide (knowledgeable, fun)
- Given a bottle of water, leaflet containing an overview of tour along with advertising/money off coupons from restaurants (whether taking part or not)
- Visit around 8 eateries -some outside, some inside
- Interaction with guide and proprietier but guide taking lead as it is a normal working day for those taking part
- Duration 2 & half hours approx.
- 10-15 minutes at each tasting, with two longer ones inside for comfort break as well
- 15 people max
- Takes place in all weathers
- Cost \$52

Although Greenwich Village is one of the few parts of NYC which is not on a grid system and does have narrow pavements, Knutsford's extremely narrow streets do represent a challenge in certain areas. However, with a full risk assessment, rehearsal, common sense and a polite and aware guide there is no reason why Knutsford could not host such events.



2.0 PROPOSAL

2.1 THE TOUR

All town centre food and drink premises were contacted in February and a positive meeting was held at The Courthouse to discuss the way forward. All those involved were extremely excited by the idea and enjoyed meeting with their 'competitors'. The establishments currently wishing to be involved are, their tasting plate offer, and costs are:

Establishment	Offer
Booths	Anti pasti, e.g. Olives, cold meats
Lost & Found	Mini brunch selection
Evuna	Croquetas Variadas
Gusto	Pizza
TOSH	Mini Fishcakes
Real Fruit Creamery	Ice Cream & Sorbet
The Courthouse	Mini afternoon tea
Morgan Edwards	Wine tasting
Market Café	Mini Sausage rolls
The Cheese Yard	Cheese tastings

It is proposed to replicate the NYC tour model and the above are listed roughly in tour order. Evuna and TOSH would both be seated inside, with the opportunity to purchase extra drinks (Evuna propose to offer a glass of sangria at a special tour price), use the toilets etc. All others will be standing inside apart from Real Fruit Creamery and possibly The Cheese Yard (depending on how busy they are) which would be outside.

Participants would be given a tour leaflet, shopping map, Heritage Centre Leaflet and a bottle of water.

Depending on the success of the promotion it is envisaged these tours could take place once a quarter, commencing July 2018 on the 2nd Friday/Saturday of the month. If popular this could move to once a month and should other eateries wish to be involved a Tour A/Tour B itinerary would develop.

2.2 TOUR GUIDE

Getting the right guide is paramount to the success of the tour and it has been quite difficult to find someone who is vibrant, confident and knowledgeable about food. The Town Centre Manager has spoken with Sophie Elizabeth of Sophie's Scran (www.sophiescran) who currently has over 5,000 social media followers and many of the above restaurants were aware of her. Her charge would be £75 per 3-hour tour plus training/research time at a cost of £160

We are still in the process of researching other guides as, if the tour was successful it would be important to have a 'bank' of guides to use. This is quite a unique search and is ongoing.



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

3.0 BENEFITS TO KNUTSFORD

Town Centre businesses are very concerned about lack of footfall within the town and whilst supportive of events, and the feelgood factor they bring, many events are 'one-offs' and do not bring consistent footfall into the town centre.

Current retail environment is challenging, and town centres have to offer an experience that cannot be brought on line. This tour offers that experience whilst providing an opportunity to promote Knutsford and encourage people on the tour to 'stay and spend'

It is considered that the tour would provide the following benefits:

- It capitalises on what Knutsford already has: a vast number of restaurants
- It would bring regular groups of people into the town who would be encouraged to stay and explore (and spend) after their tour
- It promotes both the businesses involved and Knutsford as a town with little disruption on a normal working day
- It promotes Knutsford to a wider audience in the region – food lovers
- It would be unusual to the North West. Initial research has shown there is a Manchester food tour and one in the Ribble Valley. It would be an innovative partnership between Town Council and local businesses.
- It would be a Trip Advisor "attraction" for Knutsford.

4.0 MARKETING

Social Media (Facebook/Twitter/Instagram) would be used, initially this could be undertaken in house but if successful it would require a more sustained presence and as such considered essential that external management of the accounts would be required.

The tours would be marketed using leaflets/flyers, active press releases to local and regional press/events websites/food press and tourist boards, a small (developed in house) website and print/web advertisements (if initial tours are successful).

5.0 FINANCIAL IMPLICATIONS

The initial upfront costs to establish the tour would be £1,050. This is predominantly the cost for the design and production of print literature (£850) as well as a website (£30) and the research/training of the Tour Guide.

The ongoing costs would be £390 per tour. The bulk of the cost is to the participating venues (£298 per tour) with the remaining costs being the guide, water and e-ticketing platform. The income per tour, based on 15 participants paying £37.50 (plus VAT, total cost £45 pp) would be £562.50, a profit per tour of £172.50.



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

Based on a trial of eight fully booked tours (two per quarter – July, October, January and April) the total surplus would be £1,380.

6.0 FINANCIAL RISK ASSESSMENT

Likelihood (Unlikely = 1, Likely = 2, Very Likely = 3) Impact (Low = 1, Moderate = 2, High = 3). Score = Likelihood x Impact.

Risk	Likelihood/Impact/Score	Mitigation
Cost escalation	1/2/2	Costs firmly agreed with participating restaurants for the duration of the trial tours.
Loss of Income	1/2/2	Cancellations policy to be in place.
Lack of Take Up	2/2/4	Agreed breakeven/minimum numbers per tour; decision to cancel a tour to be taken within a set period to ensure no losses
Excessive Officer Workload	1/2/2	This would be led by the Town Centre Manager within current workloads.
Injury to participants	1/3/3	Tours risk assessed. Participating restaurants to have suitable insurances. Council's PLI to cover the tour.

7.0 DECISIONS REQUIRED

The committee should consider whether to introduce the Knutsford Food Tour as outlined.



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

Report to: Events Committee

Report Ref: E1726
Meeting Date: 16th April 2018
Agenda Item: 10
Prepared By: Town Clerk



Subject: Funding the ATC Band

1.0 INTRODUCTION

The 2056 (Knutsford) Air Cadets Squadron applied for a grant from the Town Council towards the cost of purchasing instruments to establish a marching band. The amount requested (£4,900 inc VAT) was above the Finance Committee's Small Grants scheme.

It was noted that the Council has aspired to have a Knutsford marching band for some time to use for Civic Sunday and Remembrance Sunday. The Finance Committee resolved to refer the funding of the band to the Events and Town Centre Management Committee.

The committee budget does not have any uncommitted provision and as such the committee is not in a position to be able to consider the funding of the band.

2.0 RECOMMENDATION

It is recommended that the committee resolves to refer the matter to Full Council.



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Knutsford Town Council Events Committee Actions Log

Minute Ref	Action Created	Action Outstanding	Notes	Target Date
E16/078	23/01/2017	Officers to develop Register of Landlords		30/07/2018
E16/097	06/03/2017	Duathlon/Triathlon to be investigated	The Canute Duatholon has now been launched	10/04/2018
E16/112	18/04/2017	Town Clerk to investigate road closure order further		30/07/2018
E16/110	18/04/2017	Officers to dispose of unused festive motif lights		30/07/2018
E17/040	04/09/2017	Officers to arrange the production of an annual What's On guide subject to review after the 2018 guide. Delegated authority to the Town Clerk to determine advertising prices to cover the cost of the guide and to approve the risk assessment.	To be considered for 2019	31/01/2018
E17/068	12/03/2018	Officers to prepare a report on proposals for Knutsford Advent Live		30/07/2018
E17/051	18/12/2018	Town Centre Manager to liaise with Cheshire East to investigate options for LED count display for town centre car parks		30/07/2018