

Frodsham Town Council

Minutes of a meeting of
The Events Committee
held on Tuesday 10 October 2017 at 7pm
In the Town Council Office, Castle Park, Frodsham



Present: Cllrs C Ashton, D Critchley, J Critchley, M Parker, F Pennington and M Poulton
Mrs H Catt (Town Clerk)

Meeting 1

No	Item
1	Appointment of Chair It was agreed to appoint Cllr Poulton as Chair – proposed and seconded by Cllrs F Pennington and M Parker.
2	Appointment of Deputy Chair It was agreed to appoint Cllr Parker as Deputy Chair – proposed and seconded by Cllrs J Critchley and F Pennington.
3	TOR for the year The Terms of Reference were agreed and will be recommended to council – R1 .
4	Apologies for absence Apologies were received and accepted from Cllr Oulton, who wishes to be a member of the committee.
5	Declarations of Interest Cllr Ashton declared an interest in the Festival of Walks and Christmas Festival as she is a member of both working groups.
6	Opportunity for Public to Speak None.
7	Membership It was agreed that those present and Cllr Oulton would be members of the committee. Mrs P Scott had expressed interest in joining the committee and this was welcomed. It is hoped that other members of the public will join too.
8	Budget 2017-18 The budget included in the Terms of Reference was agreed and will be recommended to council – R2 . It includes new budget heads for Promoting Frodsham £1,500, Remembrance Service £100 and sponsorship of events £750. Council will need to identify savings from other budget heads. Cllr Pennington suggested that the under spends on the grants budget should be used to replace the Mayor's chain which is worn out. TC will ask the Internal Auditor whether new regalia would be a capital or revenue item. This was referred to P&P.
9	Events Programme The current programme 2017-18 is: Remembrance Day Service Christmas Festival New Year's Eve Fireworks Festival of Walks Annual Town Meeting. It was also agreed that there would be support for a Mayor's Event, such as St George's Day. Each year the Mayor would decide whether or not to have such an event and when it would be. The Mayor's Event and the Great British High Street will be agenda item next time.
10	Christmas
10.1	<u>Christmas Festival Working Group</u> It was noted that the next meeting is on 11 October, 2pm at Castle Park House. This working group has been in existence for many years and involves many local businesses, organisations and residents as well as the PCSO and CWAC Officers.
10.2	<u>Christmas Tree</u> It was noted that the Forestry Commission have donated a tree again this year. A thank you letter will be sent signed by FTC Chair and Mayor.
10.3	<u>Volunteers Party</u> It was agreed that there should be a party to thank volunteers for their efforts but that it could be tied into the Annual Town Meeting – agenda item for the next meeting.

No	Item
11	New Year's Eve Fireworks
11.1	Following the problems experienced last year it was agreed that the fireworks should be set off in an area away from the audience. As it is the same site used by the Firework Company at the Christmas Festival it was agreed to ask them to provide the New Year's Eve Display too – proposed and seconded by Cllrs J Critchley and M Parker. TC will contact the company and ask for quieter fireworks. TC will also contact Frodsham Life about an article explaining the changes. Cllr Pennington suggested contacting the Sea Cadets as they also do a display on New Year's Eve in that area – TC to follow this up.
11.2	There is no need for a site visit with the Firework company as they have experience of the site already.
11.3	There is no need for marshals as residents will be able to view the fireworks, as it is an aerial display, from sites across town including Churchfields, Saltworks, Frodsham Hill and the Community Centre. Glow sticks will be provided as usual at Churchfields.
12	Festival of Walks The next meeting of the Working Group is on Thursday 12 October. This is another long running working group involving many residents. Cllr Poulton thanked Cllr Ashton and the Admin Officer and the group for making last year such a great success.
13	Events Sponsorship The budget for sponsoring events is suggested at £750 with the maximum amount per community event being £250. It is aimed at supporting one-off community events. TC to draft some rules and an application form.
14	Annual Town meeting The Annual Town Meeting should be held between 1 March and 1 June each year after 6pm. Additional Town meeting can be held at any time. It was agreed to hold the Annual Town Meeting at 6.30pm on Monday 26 March at 6.30pm in the Parish Hall. This will be followed at 7.30pm by the regular FTC meeting. Another Town Meeting will be called during the 'Period for the Exercise of Public Rights' to examine the accounts which is usually between June and August – a date will be set once the External Auditor confirms the period. Other organisations could be invited to attend including CWAC and Police.
15	Clerk's updates None.
16	Next meeting The date of the next meeting is Tuesday 14 November and meetings will be held monthly.

Meeting ended at 7.45pm.

R1. To agree the Terms of Reference for the Events Committee.