

Frodsham Town Council



Minutes of a meeting of
The Events Committee
held on Tuesday 12 December 2017 at 7pm
In the Town Council Office, Castle Park, Frodsham

Present: Cllrs M Poulton (Chair), C Ashton, D Critchley, J Critchley, P Martin (part), M Parker, .
Mrs H Catt (Town Clerk), Liz Kenny (Admin Officer)

Meeting 2

No	Item
35	Apologies for absence Apologies were received and accepted from Cllrs A Oulton and F Pennington.
36	Declarations of Interest Cllr C Ashton chairs the Festival of Walks Working Group.
37	Opportunity for Public to Speak None.
38	Minutes of Meeting 2 – 14.11.17 The minutes were approved and signed as a true record – proposed and seconded by Cllrs M Parker and D Critchley.
39	Christmas Festival
39.1	TC reported that the Christmas Festival went well, despite the poor weather. Members felt that Festival Facebook page had been a success, but expressed concerns about the late distribution of leaflets, and questioned whether leaflets are the most effective way to raise awareness of the event.
39.2	It was noted that Christmas Festival Planning Group will meet on Tuesday 16 January 2018, 2pm at Castle Park House to review feedback and learn lessons for next year. The Committee expressed its thanks to Mr Mike Pusey (Chair of the Christmas Festival Planning Group) and all volunteers for their hard work.
40	New Year's Eve Fireworks TC reported that the Fireworks company was booked, and the fireworks would be set off from the same site, at Marshlands, as was used for the Christmas Festival fireworks. The display was designed to be viewed from the usual vantage point at Churchfields, with the War Memorial and The Rock also affording good views. Publicity would go out before Christmas via posters on the Town Council notice boards and information on FTC website & social media channels. TC asked for volunteers to help hand out light sticks to children at Churchfields from 7pm. The report was noted .
41	Festival of Walks The minutes of the meeting of the Working Group held on Thursday 16 November were noted . The following recommendations were agreed : Rec1 - To purchase 12 green hi-viz jackets for walk leaders/back markers, marked with Frodsham Festival of Walks on the back, at a unit cost of approximately £8.21 + VAT and postage (a total cost of £104.51 + VAT). Rec2 - To purchase 12 safety whistles with neck lanyards and a separate pack of 10 spares (without lanyards) at a total cost, including delivery, of £29.92 + VAT. Rec3 - To purchase one additional 5ft x 2ft banner at a cost of approximately £25.69 + VAT and postage.
42	Bus Shelter Challenge No update was available. It was agreed to carry this item forward to the next meeting. TC reported that she had been in correspondence with Cheshire West & Chester Council regarding the proposed asset transfer of the bus shelters to CWAC, which would involve the unitary council taking over responsibility of the maintenance of the shelters. CWAC had asked if FTC were looking for payment for the bus shelters. R1 - It was agreed to recommend to Council that ownership of FTC's bus shelters be transferred to CWAC at no cost, but that CWAC should be asked to meet FTC's legal costs and any Land Registry fees, proposed and seconded by Cllrs J Critchley and M Parker.
43	Events Sponsorship The rules and applications form proposed by TC were considered and agreed .

Cllrs M Poulton (Chair), M Parker (Deputy Chair), C Ashton, D Critchley, J Critchley, A Oulton and F Pennington

No	Item
44	Annual Town meeting
44.1	It was noted that the Parish Hall is not available on weekday evenings due to regular bookings.
44.2	It was agreed that TC should make enquiries to see if the community room at the Fire Station was available or, failing that, the Girl Guides HQ in Ship Street. The possibility of holding a second town meeting in the summer, during the period of public Right of Inspection of the accounts, was discussed. This could be combined with other activities such as Community Pride awards (if they are held in 2018) and a thank you event for volunteers from the Christmas Festival, Neighbourhood Plan and Festival of Walks working groups. Dates for these meetings would be discussed at the next meeting.
7.25pm Cllr P Martin joined the meeting.	
45	Events Programme – 2018-19 Cllr Poulton suggested that the priorities for new events in 2018 should be the Halloween and St George’s Day events. He also mentioned receiving an approach about a “Theatre in the Park” event, which had been referred to Castle Park Trust. Cllr Martin said he had been approached by Mersey Weaver Scouts about holding a jamboree. He will ask the Scouts to contact TC. It was noted that there will be a Beacon lighting to accompany the Remembrance Day celebrations in November 2018 and the arrangements would be discussed with the WW1 Working Group. Cllr Poulton reported that he had referred the idea of a carnival to the PTAs of the various schools in Frodsham and other organisations, and the event would go ahead if the response was favourable. Cllr Martin suggested that the carnival might include a well-dressing element involving local schools. It was agreed that Cllrs Martin and Poulton would look further into this and bring a paper back to a future meeting. R2 - It was agreed to recommend to Council the Action Plan prepared by TC, with the addition of Beacon lighting to the Remembrance Day item - proposed and seconded by Cllrs D Critchley and M Parker.
46	Budget 2018-19 In the light of the proposed additional town meeting, including a volunteer’s buffet; the extra spend associated with Beacon lighting; and the addition of a Halloween event, the total budget was increased to £24,000 for 2018/19. The budget will be recommended to council at the budget setting meeting.
47	Clerk’s updates No reply has been received to the enquiry about the availability of the Community Centre for Halloween. TC will chase this up and report back to the next meeting.
38	Next meeting Tuesday 9 January 2018.

Meeting ended 8.35pm.

R1 – To agree that ownership of FTC’s bus shelters be transferred to CWAC at no cost, but that CWAC should be asked to meet FTC’s legal costs and Land Registry fees - proposed and seconded by Cllrs J Critchley and M Parker.

R2 – To agree the Events Committee Action Plan prepared by TC, with the addition of Beacon lighting to the Remembrance Day item - proposed and seconded by Cllrs D Critchley and M Parker.