

Frodsham Town Council

Minutes from the Events Committee
held on Tuesday 10 September 2019 at 7pm
in the Town Council Office, Castle Park, Frodsham



Meeting 2

Attended by: Cllrs Lord Pennington, D Critchley, J Critchley, M Poulton, C Ashton (non-Committee member) & Jo O'Donoghue (Town Clerk)

| No | Item |
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| 18 | Apologies for absence <i>Noted:</i> There were no apologies for absence |
| 19 | Declaration of interest <i>Noted:</i> There were no declarations of interest |
| 20 | Minutes of meeting 1 – 9 July 2019 To approve and sign as a true record Resolved: It was proposed by Cllr Lord Pennington, seconded by Cllr J Critchley and unanimously agreed to approve and sign the minutes. |
| 21 | Opportunity for the public to speak <i>Noted:</i> No member of the public attended the meeting |
| 22 | Christmas Festival Working Group To receive a report from Cllr J Critchley Noted: Cllr J Critchley provided a thorough report and it was noted that: the market will be held at the leisure centre with the majority of stalls in the main room and food and drink stalls in the car park; prices for stalls will vary depending whether they are inside or outside; Santa's grotto will be in the Arts Centre and the Centre will be organising an advent trail; the reindeer will be in Castle Park; Hoverforce are providing a float mounted with a hovercraft for the Mayor and Junior Mayors and Silcock's Fair will be in the Bear's Paw car park; the Cadets will open up the drill hall and Frodsham Silver Band will be attending; all 4 Frodsham schools will be attending and schools from Kingsley and Ashton have also been invited; a Samba band will lead the parade and the majority of the entertainment will be on Main Street; there will be a laser light show and the Grinch will be providing entertainment; the same road closure will be required as in previous years and extra security will be required to manage road closures on Fluin Lane and on Morrison's car park; Chester University will be asked to provide support during the parade; Ian Tordoff and Andrew Bowles from CWAC are assisting with the arrangements; some businesses have offered sponsorship of the event and first aiders are being provided by Love Frodsham; Cllr Critchley will be completing a risk assessment and event plan; Zurich Insurance has been notified of the event. |
| 22.1 | To agree actions to be taken Noted: Further planning meetings will take place at Castle Park Arts Centre. |
| 23 | Remembrance Day Working Group To receive a report following the first meeting held at 6.15pm on Tuesday 10 September Noted: Cllr Critchley provided a verbal report and the Clerk will provide a written report in due course. |
| 23.1 | To agree actions to be taken Noted: It was agreed that: Clerk will do the publicity for the event; contact all 4 schools to invite them to attend the service at the monument from 10.45am on 11 th November; invite Junior Mayors, Lord Lieutenant, MP, Scouts, Girl Guides and Brownies; arrange purchase of wreaths for the Mayor and Junior Mayor; ask Forest Hills Hotel if they are able to provide refreshments following the service; Cllr Lord Pennington to speak with The Royal British Legion to ascertain their involvement. |

| No | Item |
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| 24 | <p>Halloween Event To receive a report from Cllr J Critchley Noted: It was noted that: the event will take place at the Community Centre and a children's entertainer will be present; some fund raising has taken place, Cllr Riley will be providing £250 from CWAC Members Budget; Cllr Lord Pennington donated £50 cash from his personal budget; there will be no charge to those attending but there will be a donation box and money will be raised through a raffle with any surplus funds transferred to the Christmas Festival; PCSO Neil Flanagan will be attending and there will be a fancy dress competition with prizes; tea and coffee will be provided; the risk assessment will be carried out by Cllr J Critchley.</p> |
| 25 | <p>VE Day 2020 To consider actions to be taken Noted: This will take place on the bank holiday Friday 8th May 2020 and Cllr Poulton agreed to find out more information to report at the full council meeting to be held on 23rd September.</p> |
| 26 | <p>New Years' Eve Event To agree actions to be taken Noted: It was noted that: the event will take place from 7pm at the end of the Church service at St Laurence's Church and be organized by Cllrs J Critchley and Poulton. Letters will need to be sent to residents to inform them of the event. Resolved: It was proposed by Cllr J Critchley, seconded by Cllr Poulton and unanimously agreed to appoint the same fireworks company as used in previous years.</p> |
| 27 | <p>Commonwealth Day 2020 – 9th March To agree any action to be taken Noted: The date was noted.</p> |
| 27 | <p>Clerk's items To receive any urgent items from the Clerk Noted: It was noted that: Silcock's Funfair has rented the Community Centre field for an event to be held on 12th, 13th and 14th September; Silcock's is a member of the Showman's Guild; risk assessment and certificate of insurance have been received by the Clerk.</p> |
| 29 | <p>Date of next meeting – 12th November 2019</p> |
| 30 | <p>Close of meeting The meeting closed at 7.35pm</p> |