

# 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
18	<b>Apologies for absence</b> <b>Noted:</b> There were no apologies for absence
19	<b>Declaration of interest</b> <b>Noted:</b> There were no declarations of interest
20	<b>Minutes of meeting 1 – 9 July 2019</b> To approve and sign as a true record <b>Resolved:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr J Critchley and unanimously agreed to approve and sign the minutes.
21	<b>Opportunity for the public to speak</b> <b>Noted:</b> No member of the public attended the meeting
22	<b>Christmas Festival Working Group</b> To receive a report from Cllr J Critchley <b>Noted:</b> 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 <b>Noted:</b> Further planning meetings will take place at Castle Park Arts Centre.
23	<b>Remembrance Day Working Group</b> To receive a report following the first meeting held at 6.15pm on Tuesday 10 September <b>Noted:</b> 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 <b>Noted:</b> 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 <sup>th</sup> 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
24	<p><b>Halloween Event</b></p> <p>To receive a report from Cllr J Critchley</p> <p><b>Noted:</b> 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><b>VE Day 2020</b></p> <p>To consider actions to be taken</p> <p><b>Noted:</b> This will take place on the bank holiday Friday 8<sup>th</sup> May 2020 and Cllr Poulton agreed to find out more information to report at the full council meeting to be held on 23<sup>rd</sup> September.</p>
26	<p><b>New Years' Eve Event</b></p> <p>To agree actions to be taken</p> <p><b>Noted:</b> 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.</p> <p><b>Resolved:</b> 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><b>Commonwealth Day 2020 – 9<sup>th</sup> March</b></p> <p>To agree any action to be taken</p> <p><b>Noted:</b> The date was noted.</p>
27	<p><b>Clerk's items</b></p> <p>To receive any urgent items from the Clerk</p> <p><b>Noted:</b> It was noted that: Silcock's Funfair has rented the Community Centre field for an event to be held on 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup> 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	<b>Date of next meeting – 12<sup>th</sup> November 2019</b>
30	<p><b>Close of meeting</b></p> <p>The meeting closed at 7.35pm</p>