

A proposal to
Frodsham Town Council
for a
Socially Distanced
Children's Halloween Event

V1.1

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Version control

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1.0	Initial Distribution	22/09/2020	IGP
1.1	Revised school half term dates / latest COVID announcements	23/09/2020	IGP

Distribution list

Reason for Issue	Optional
Frodsham Town Council Events Committee	No
Author Ian Parkin (IGP)	No
Any Frodsham Town Councillor who requests a copy	Yes
Any member of the public who requests a copy	Yes

1. Introduction

In 2019, Frodsham Town Council sponsored and ran a successful event at Frodsham Community Centre for the children of the town. Given the emergence of COVID, the requirement for social distancing and the fluid nature of local / national restriction, the event cannot proceed in its current format. This proposal seeks to detail the way that a Halloween event with modifications can still proceed.

2. Proposal

The proposal is to provide all children who attend schools in Frodsham and who are aged up to and including 11 years old with a small Halloween themed goody bag, a pumpkin picture to display (which includes a keep safe message) and a piece of fruit. The method of distribution is via their schools who will receive items several days prior to the last school day before 31st October 2020 (assumed to be Friday 23th October 2020). The rationale is that all children of the age group are included and with the co-operation of the schools, this proposal can easily be delivered in the time available and with no appreciable risks i.e. COVID / Safeguarding.

3. Alternative Proposal

Following the latest government announcement on 22nd September 2020, an alternative option now needs to be considered. This would be the distribution of an A3 poster via schools where these could be displayed in windows. Other items such as pictures to colour, stencils for carving pumpkins etc could also be included. The Action plan detailed in section 5 would need to be revised.

4. Assumptions

After your consideration, should this proposal be deemed to be suitable to proceed, it is assumed the following

- Frodsham Town Council will commit funding they have already set aside.
- Given the fragility of the economy, especially for local traders, no additional financial support will be sought from them, albeit they are more than welcome to contribute.
- The schools agree to receive the items in advance of Halloween and distribute them to their pupils on the last day of school before 31st October 2020.
- No member of the public etc will be in any contact with any child and thus the issue of safeguarding is dispensed with.
- That no COVID restrictions at the time prevent either delivery or distribution.

5. Action plan

If this proposal gain approval, it will be undertaken in the following steps

Item	Description	Latest date to be completed	By whom
1	Present proposal to FTC and gain funding commitments.	23/09/2020	IGP
2	Approach Schools and gain their support (via email?).	07/10/2020	FTC Cllr / Clerk / IGP
3	Confirm with FTC Town Clerk the responses from the schools and seek final approval to proceed.	08/10/2020	FTC Cllr / IGP
4	Order sweets / bags / posters.	09/10/2020	To be agreed
5	Bags of sweets prepared.	16/10/2020 (to allow for them to be stored for a period to avoid transmission of COVID)	FTC Cllr / IGP
6	Fruit (apples) ordered from Hales.	16/10/2020	IGP
7	Fruit collected from Hales, washed and separately bagged.	22/10/2020	IGP
8	Correct quantities of fruit and sweet bags delivered at start of day to the schools.	23/10/2020 (am)	IGP
9	Collection of surplus items from schools.	02/11/2020 onwards by arrangement	IGP
10	Written feedback provided to FTC.	09/11/2020	FTC Cllr / IGP

In the table above, I have indicated that support will be required from an FTC Councillor who is likely to have an established relationship with the schools based in Frodsham. For item 4, please see the Revenue Protection in Section 5 next.

6. Revenue protection

Given that funding is being requested from Frodsham Town Council, along with the fluid nature of both local and national restrictions due to COVID, it is important that those public funds are protected. As such, I would like to make the following observations to accomplish this.

- In item 4 of the Action Plan, I would propose that orders for an agreed set of purchases for sweets / bags to be undertaken by the Town Clerk. This will ensure that all items ordered are with the full knowledge of Frodsham Town Council, correctly accounted for, and there is no possibility of criticism that public funds are being used directly by an individual member of the public.
- Should the proposal have to be cancelled at the last moment, even up to the day of distribution, sweets can be collected to use at other events or given to other groups which involve children. Halloween themed bags can be stored until next year. As such sweets with an expected long shelf life will be purchased (e.g. not chocolate).
- The only items in this proposal that cannot be easily reused are the apples, I would seek to fund these myself to prevent waste of council funds. By way of this proposal I commit to purchase these from a respected local supplier (Hales) and provide a copy of the receipt for your records.

7. Conclusion

Given the limited time available coupled with the fluid nature of restrictions due to COVID (including social distancing), I feel with a small amount of support, this proposal will enable the previous momentum created at Halloween by Frodsham Town Council to be maintained. In more normal times, this can continue to be built upon to create a town wide event for all age groups. Examples of this could be a pumpkin trail through Castle Park, a small Halloween themed music event etc.

Can I thank you in advance for considering this proposal.

Appendix 1 – Sample prices of items

The following are sample prices to aid consideration of the proposal.

Posters

1000 A4 Classic Silk 350 gsm Posters	90.00
Or	
1000 A3 Classic Silk 350 gsm Posters	170.00

Bags

650 Halloween themed bags	90.00
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Sweets

800 Fruit Salad Sweets	30.00
800 Black Jack Sweets	30.00
660 Drumstick lollies	130.00
660 Refreshers	70.00
650 Swizzel Stinger Bars	70.00
650 Fruity Lolly	70.00

Further sweets can be included subject to availability of funding.

** Assumed the number of children is 650. Quantities shown are price breaks.