

# Frodsham Town Council



Minutes from the **Events Committee Meeting** held on Tuesday 6<sup>th</sup> July 2021 at 7pm at Main Street Community Church, Frodsham

## EVENTS COMMITTEE MINUTES

### Meeting 1

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Attended by: Cllrs R McKeown, P Griffiths, P Lowrie, H Hayes, C Ashton (to item 7) B Wade & J O'Donoghue (Town Clerk)

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#### 1. To appoint a Chair

**RESOLVED:** Cllr B Wade was unanimously elected as Chair until May 2022.

#### 2. To appoint a Vice Chair

**RESOLVED:** Cllr R McKeown was unanimously elected as Vice Chair until May 2022.

#### 3. Apologies for absence

To receive apologies and consider acceptance.

**RESOLVED:** Apologies were received and accepted from Cllrs Hayes and Griffiths.

#### 4. Declarations of interest

To note any declarations of interest.

**NOTED:** Cllr R McKeown declared an interest in item 18 as Landlord of The Queen's Head, Frodsham.

#### 5. Minutes of Meeting 10 held on 9<sup>th</sup> March 2021

To agree and sign the minutes as a true record.

**RESOLVED:** The minutes of the meeting held on 9<sup>th</sup> March were approved as a true record of the meeting.

#### 6. Opportunity for public to speak

Members of the public are invited to address Cllrs on items which are on the agenda.

**NOTED:** 2 members of the public (also members of the Frodsham Christmas Festival Organising Independent Committee) attended the meeting under item 18 and it was noted that planning is underway for the Christmas Festival. Cllr McKeown noted that there was a difference of just over £1,000 in the expenditure for Christmas 2019 and asked if this could be included in the budget for 2021. Clerk to add to agenda for the full Council meeting to be held on 26<sup>th</sup> July 2021. **ACTION: JO**

#### 7. Committee terms of reference

To approve the terms of reference for the Events Committee for approval by Full Council at the next meeting to be held on 26<sup>th</sup> July 2021.

**RESOLVED:** It was agreed to recommend the Events Committee terms of reference for approval by Full Council at the next meeting to be held on 26<sup>th</sup> July 2021. **ACTION: JO**

#### 8. Festival of Walks Working Group

To note the reports from the working group meetings held on 26/03/2021, 23/04/2021, 29/04/2021 & 4/06/2021.

**NOTED:** The reports were noted.

## 9. Post-Covid event

To consider whether to proceed with a post-covid event.

**RESOLVED:** It was agreed to defer this to the meeting to be held on Tuesday 7<sup>th</sup> September 2021.

## 10. Frodsham Library

To approve the request for funding of £200 towards the Summer Reading Challenge.

**RESOLVED:** It was agreed to provide funding of £200 towards the Summer Reading Challenge. **ACTION: JO**

## 11. Remembrance Day

To consider arrangements for Remembrance Day 2021.

**RESOLVED:** It was agreed to use the 2019 format for the event and to reconsider at the meeting to be held on Tuesday 7<sup>th</sup> September 2021.

## 12. The Queen's Platinum Jubilee Beacons - 2nd June 2022

To note information received and action to be taken.

**NOTED:** The information was noted and the Clerk will investigate whether Frodsham Town Council has a beacon and when it was last used. **ACTION: JO**

## 13. New Year's Eve firework display

To consider whether to hold a firework display on New Year's Eve.

**NOTED:** Discussion took place regarding holding a laser display at Castle Park and it was agreed that Cllr McKeown will raise this at the Castle Park Trust meeting to be held on 8<sup>th</sup> July 2021. **ACTION: RM**

## 14. Frodsham and Helsby Charity Motor Show (Rotary)

(a) To note that the show was due to be held on 18th July 2021 and has now been rescheduled for Sunday 19th September from 10am to 4pm.

**NOTED:** The change in date was noted.

(b) To approve use of the Community Field for the event

**RESOLVED:** Use of the Community Field was approved.

## 15. Halloween Event

To consider whether to hold a Halloween Event.

**NOTED:** It was agreed to put out a request on Frodsham Town Council social media for community support for an event. **ACTION: JO**

## 16. Firework Display 6th November 2021 (Round Table)

To note that the event is scheduled for 6<sup>th</sup> November 2021 and to approve use of the Community Field for the event.

**RESOLVED:** The event was noted and use of the Community Field was approved.

## 17. Christmas 2021

(a) To note that the Christmas lights in 4 of the wrapped trees are in need of repair/replacement at a cost of approximately £10,000 and agree action to be taken

**NOTED:** It was noted that 3 quotes will be required and that the budget sits with the Planning, Process and Revenue Committee. **ACTION: JO**

(b) To confirm arrangements for provision of a Christmas tree

**RESOLVED:** It was agreed by both Frodsham Town Council and the Frodsham Christmas Festival Organising Independent Committee that the tree is on a two-year contract and the cost for the second year will be met by the Frodsham Christmas Festival Organising Independent Committee.

(c) To note that the catenary wires require testing and bulbs replacing

**NOTED:** It was noted that KDE will be carrying out the testing.

(d) To consider giving delegated authority to the Clerk, in conjunction with the Chair, to authorise expenditure on behalf of the Christmas Festival Organising Independent Committee, up to a limit of £1,000 per item.

**RESOLVED:** It was resolved to delegate authority to the Clerk, in conjunction with the Chair, to authorise expenditure on behalf of the Christmas Festival Organising Independent Committee, up to a limit of £1,000 per item.

#### 18. Frodsham Christmas Festival Organising Independent Committee

(a) To receive an update from members of the independent committee

**NOTED:** An update was provided until agenda item 6.

(b) To approve the constitution for the independent committee

**RESOLVED:** The constitution was approved.

(c) To agree action to be taken and budget

**RESOLVED:** The budget was noted and it was agreed that the group will report progress to the Amenities Committee.

#### 19. Fields in Trust

(a) To note that Fields in Trust have supplied commemorative plaques for each of the sites registered which need to be erected: Park Lane play area; Churchfields play area; Hob Hey Wood; Community Centre; Red Lion Bowling Club.

<http://www.fieldsintrust.org/welcome>

**NOTED:** The commemorative plaques were noted.

(b) To agree action to be taken

**RESOLVED:** It was agreed to ask ex-Councillor Mark Neild to suggest appropriate location for each of the sites. **ACTION: JO**

#### 20. Frodsham Festival in the Park – Sunday 29th August 2021

(a) To note the date of the event in Castle Park and Castle Park Arts Centre - organised by Rotary

**NOTED:** The date of the event was noted.

(b) To note that the annual downhill run, beginning at the War Memorial and ending in Castle Park will take place on the same date – organised by Frodsham Community Association

**NOTED:** The date of the event was noted.

(c) To agree any action to be taken

**RESOLVED:** Clerk to arrange for a litter pick to take place before the event.

**ACTION: JO**

## 21. Clerk's Items

To receive any urgent items from the Clerk and agree any actions to be taken.

**NOTED:** There were no further items.

## 22. Date of Next Meeting

Tuesday 7<sup>th</sup> September 2021

The meeting closed at 7.41pm

Summary:

Item	Topic	Action	By:
6	Christmas Festival	Agenda item for FTC - add £1000 to budget (amt from 2019)	JO
7	ToR approved	Add to agenda from FTC	JO
9	Post-Covid event	Defer to Tuesday 7th September	JO
10	Frodsham Library	Approved donation of £200 for summer reading event	JO
11	Remembrance Day	2019 format to be used, reconsider Tuesday 7th September	JO
12	Queen's Jubilee	Clerk to find beacon and previous risk assessment	JO
13	New Year's Eve	RM to ask Castle Park Trust re use of CPH as backdrop	RM
15	Halloween	Put request on social media for support	JO
16	Firework display	Community field to be used on 6th November	
17a	Tree wrapping	JO to obtain quotes for PP&R Committee	JO
17b	Xmas tree	2-year contract, independent organising group to fund	
17c	Xmas lights	KDE to test all lights and catenary wires	
17d	Delegated authority	Clerk to be given delegated authority to in conjunction with the Chair, to authorise expenditure on behalf of the Christmas Festival Organising Independent Committee, up to a limit of £1,000 per item	JO/BW
18c	Xmas Festival Committee	The constitution was approved	
19b	Fields in Trust	M Neild to be asked to suggest appropriate areas for installation of the plaques	JO
20c	Downhill Run	Arrange for litter pick prior to Sunday 29th August	JO