

## Frodsham Town Council

Minutes from the **Events Committee Meeting** held on Tuesday 1<sup>st</sup> March 2022 at 7pm at Main Street Community Church, Frodsham.



### EVENTS COMMITTEE MINUTES

#### Meeting 4

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Attended by: Cllr Hayes, Cllr Ashton, Cllr Lowrie, Cllr Griffiths, Cllr Anstice, Cllr Sumner (non-committee member) and J O'Donoghue (Town Clerk)

Also attended by: 6 members of the public

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#### **48. Apologies for absence**

To receive apologies and consider acceptance.

**RESOLVED:** Apologies were received and accepted from Cllr Wade and Cllr McKeown.

#### **49. Declarations of interest**

To note any declarations of interest.

**NOTED:** There were no declarations of interest.

#### **50. Minutes of Meeting 3 held on 2<sup>nd</sup> November 2021**

To agree and sign the minutes as a true record.

**RESOLVED:** The minutes were approved and signed.

#### **51. Opportunity for public to speak**

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

**NOTED:** It was noted that Frodsham History Society will be providing an exhibition of Frodsham from the 1950s and that Frodsham WI will be organising a competition entitled "Hat fit for a Queen" for the Jubilee event. 1 member of the public offered support with the stage and PA equipment which was gratefully received. Members of Eddisbury Probus Club offered to run a stall and be involved with future Zoom meetings to help organise events for the Jubilee

#### **52. Finance report**

(a) To note that the total expenditure for the Events Committee to 31/01/2022 is £6,912 against a budget of £24,550

**NOTED:** The budget and expenditure were noted.

(b) To note the finance report provided by the Clerk, detailing expenditure to 31/01/2022

**NOTED:** The report was noted.

#### **53. Community field**

To approve hire of the field at Frodsham Community Centre for Silcocks annual funfair (hire dates 11th to 17th September 2022).

**RESOLVED:** It was agreed to approve hire of the field subject to Silcock's providing 10 portable toilets to include disabled access and baby change facilities. Clerk to inform. **ACTION: JO**

#### **54. The Queen's Platinum Jubilee June 2022**

(a) To note that Castle Park has been provisionally booked for Saturday 4<sup>th</sup> June for a family picnic in the park.

**NOTED:** The booking was noted.

(b) To note that a quotation has been received from Northwich Town Council for supply, erection and removal of bunting to both Main Street and Church Street following the lines of the festive lighting.

**NOTED:** The quotation, in the sum of £4,650 plus VAT, was noted.

(c) To receive a report from the Town Clerk following the working group meeting held 23<sup>rd</sup> February 2022

**NOTED:** The report was noted (Appendix A). It was further noted that Frodsham Sings, Frodsham Silver Band and the folk club will be invited to attend. There is still a credit on file with Boxoco for staging and the Clerk will see if a stage could be provided for 4<sup>th</sup> June. It was agreed to take up the offer from Ian Parkin to provide lighting and PA system to the stage area. It was noted that Cllr Sumner had been in touch with various organisations who would be able to provide children's entertainment.

(d) To agree actions to be taken

**RESOLVED:** It was agreed to accept the quotation from Northwich Town Council to supply, erect and remove the bunting at a cost of £4,650 plus VAT. Clerk to contact Frodsham Frombles and the local schools. Cllr Anstice and Lowrie agreed to organise an art competitions. Cllr Lowrie agreed to contact a local poet to see if a poem could be written to celebrate the event. Clerk to arrange another working group meeting via Zoom.

**ACTION: JO/PL/IA**

### **55.Halloween**

To consider whether to hold an event to celebrate Halloween.

**NOTED:** It was agreed to ask if councillors are available to support and attend an event.

### **56.Events diary**

To prepare a dairy of events from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

**NOTED:** It was agreed to put together a list of events and publicise.

### **57.Clerk's report**

To receive a report from the Town Clerk.

**NOTED:** There was no further report.

### **58.Date of Next Meeting**

Tuesday 3<sup>rd</sup> May 2022

APPENDIX A

## REPORT FROM JUBILEE WORKING GROUP MEETING

Meeting date: 23<sup>rd</sup> February 2022

Attended by: Cllr Wade, Cllr Sumner, Cllr Hayes, Cllr Ashton, Cllr Lowrie, Cllr McKeown, Cllr Griffiths, Cllr Eakin, Cllr Anstice, V Shaw (WI), N Baker (County Commissioner, Girlguiding Cheshire Forest), P Wintle (Minister, Main Street Community Church), L Riley (Cheshire West and Chester Council), C Basey (Cheshire West and Chester Council), M Jackson (Frodsham & Helsby Rotary), J O'Donoghue (Frodsham Town Clerk)

### Picnic in the park

1. The Clerk has made an application to CWAC for use of Castle Park on Saturday 4<sup>th</sup> June from midday and Cllrs Riley and Basey agreed to support the application.
2. Helsby & Frodsham Rotary agreed to attend and provide a BBQ –full risk assessment to be undertaken by Rotary.
3. It was agreed to invite Frodsham Silver Band and Frodsham Sings to the event to provide entertainment.
4. Cllr Ashton and Cllr Riley (CWAC) agreed to organise an informal dog show.
5. Cllr Sumner and Cllr Lowrie agreed to organise children's entertainment to include face painting and a sensory area.
6. V Shaw (WI) agreed to arrange a hat/crown competition.
7. It was noted that stewards would be required on the day of the event.
8. Cllr McKeown agreed to organise a children's version of "tug of war".
9. Cllr Basey (CWAC) agreed to liaise on toilet facilities at Castle Park House with Ancora House School.

10. Cllr Basey (CWAC) to liaise with CWAC with regard to public toilets in Castle Park.
11. Clerk to liaise with new café tenant, Castle Park.

### Festival of Walks

1. It was noted that a walk is planned for the morning of Saturday 4<sup>th</sup> June beginning at Castle Park, up to the memorial and back in time to coincide with the picnic in Castle Park.

### Local businesses

1. Cllr Riley (CWAC) suggested getting the local shops involved with a "best dressed window" competition.

### Primary Schools

1. It was agreed to approach the local primary schools to see what plans they have in place for the Jubilee.
2. Discussion took place regarding provision of a tree, commemorative plaque and a time capsule however it was noted that initial contact should be made with the schools in the first instance.

### Girlguiding Cheshire Forest

Girlguiding Cheshire Forest currently has over 900 volunteers and 3300 girls and young women in over 280 units spread from Widnes, Runcorn, Weaver, Warrington, Northwich, Middlewich and Chester. The Ceremony will have representatives from all across our County and be part of the UK wide Girlguiding Beacon Lighting.

1. It was noted that the beacon will be the last beacon to be lit before the Queen's on Thursday 2<sup>nd</sup> June at 9.50pm from Frodsham Hill.
2. Girlguides to organise purchase of an official gas beacon and carry out full risk assessment prior to the event.
3. It was agreed that Frodsham Town Council will contribute £500 to cover purchase cost following finance regulations permitting the Chair of a Committee to authorise expenditure up to £500.
4. Cllr Ashton agreed to liaise with Girlguiding.

### Churches Together

1. The 150<sup>th</sup> anniversary of the Pentecostal Church falls on 5<sup>th</sup> June.
2. All churches are likely to be celebrating this as well as commemorating the Jubilee in their own way in their own morning services. It was pointed out that the Queen is the Head of the Church of England and specific liturgies have been written for services.
3. St Lawrence's will be celebrating the jubilee as part of its normal morning service, followed by a parish lunch.
4. The local ministers will most likely be around as part of the community celebrations at Castle Park on Saturday 4<sup>th</sup> June and invite all members of the community to attend any morning services at any local church as they will all remember Her Majesty in their services.

### Frodsham and District History Society

1. It was noted that the society would like to be involved with the celebrations.