



Minutes from the **Events Committee Meeting** held on Tuesday 11<sup>th</sup> October 2022 at 7pm in Gallery 2, Castle Park Arts Centre.

### EVENTS COMMITTEE MINUTES

#### **Meeting 4**

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Attended by: Cllr I. Anstice, Cllr R. Loftis and Cllr P. Lowrie.

Also attended by: Z. Dean (Locum Town Clerk), 1 x member of the public.

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#### **34. Apologies for Absence**

Apologies were received and accepted from the following councillors:

Cllr H. Hayes – prior commitment

Cllr B. Wade – prior engagement

Cllr L. Sumner – prior engagement

#### **35. Declarations of interest**

Cllr Anstice declared an interest in the Christmas Festival and Warm Spaces agenda items.

#### **36. Minutes of Meeting 3 held on 11<sup>th</sup> October 2022**

**RESOLVED:** To accept and sign the minutes of the meeting held on 11<sup>th</sup> October 2022.

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

One member of the public wished to speak, and asked the following questions:

How many lights were installed on the trees in Church Street? Looking at the quotation, this seemed ambiguous. Has the supplier provided all of the lights from the quotation?

Why were the old lights not removed from the trees as stated in the quotation? It appears that the new lights were wrapped around the old lights.

The member of the public was not of the opinion that £12,000 for this project was not good value for money.

The Locum Town Clerk answered the questions presented by the member of the public, since the questions had been presented via email and queries had been raised with the contractor.

Some of the old lights were left in the trees due to the fact that the bark had grown around some old wires and lighting contractors would not seek to remove these, causing damage to trees.

120 sets of 100 lights were ordered for the trees, which totalled 12,000 LEDS, split between three trees equals four thousands lights per tree (40 sets of 100 LEDS per tree). No lights were sent back to the contractor by the installers.

It was noted that the spend on lights was £10,475. The rest of the invoice comprised of VAT which would be reclaimed. The Committee requested that the Locum Town Clerk check the status of the lights installed in Church Street with the contractor, seeking additional assurances.

### 38. Halloween Event

The committee received feedback that the event was brilliant and should be repeated in future years.

The committee noted the following points for improvement: no under 4's to be present, excess prams posed a fire risk, provision of water supply required, increased door control and improved event signage, ensure clear instructions are issued to contractors. Parents should be notified in advance that a photographer would be present at this event, perhaps this could be included on the Eventbrite ticket.

The committee thanked those involved with the event.

### 39. Remembrance Day

The committee noted that the Remembrance Day event at Memorial Hill went very well. Many local organisations were involved, who were impressed with the newly laid path. There was good weather and refreshments were served afterwards at Forest Hills Hotel. The High Sheriff of Cheshire was in attendance and sent positive feedback afterwards, which was forwarded to those organisations involved. The Last Post was played by a local student from Helsby High School. Positive feedback was also shared on social media following the event.

### 40. Christmas Festival

Committee noted that there was a good turnout of councillors at the event, which was well attended by the public. The road closure went well, however more volunteer stewards would be required in the future for the two main roads. There was a lot of litter after the event, it was noted to request additional bins from CWaC, as volunteers had to wheel the bins over from Castle Park. The Frodsham Frombles helped with litter collection on the day. Next year a leaflet drop in advance would be necessary to remind businesses about the road closure, as drivers were trying to access the closed roads in order to collect takeaways. There was also a long queue to visit Father Christmas.

The committee noted that the official report from the Christmas Festival would follow, along with the accounts, once the debrief meeting had taken place. Thanks were offered to the Christmas Festival Group, commending them on the quality of a large scale event for a small town.

### 41. Christmas Lighting 2023 and Beyond

The committee noted that not all companies approached had responded with a quotation.

Following discussion and comparison of quotations regarding value for money, committee:

**RECOMMENDED:** To propose that KDE be accepted for a three year fixed term at a cost of £5,900.

### 42. Frodsham Festival of Walks

- a) Members noted the feedback from the 2022 Festival of Walks, commenting on good levels of attendance.
- b) **RESOLVED:** To put £1,500 forward for the 2023/2024 budget for Festival of Walks to continue.

### 43. Field Hire Request

The committee discussed the request from an all human circus to hire the Community Centre Field from 24<sup>th</sup> – 30<sup>th</sup> April 2023. Dates had been checked by the Community Centre and the venue was available on the requested date.

**RESOLVED:** To accept the request.

### 44. Frodsham Care Homes Christmas Provision

Members reviewed a quotation to supply cakes from a local supplier to the care homes in Frodsham, following the success of the effort for the Queen's Platinum Jubilee.

**RESOLVED:** To supply Christmas themed cakes to local care homes, prior to Christmas, at £1.50 per head.

#### **45. Warm & Welcoming Spaces**

Background information was supplied to members regarding the possibility of Frodsham Town Council supporting the Warm & Welcoming Spaces initiative. CWaC had suggested that the Council could sponsor a leaflet to let residents know about the scheme, as many people do not use social media. The Council could also consider a donation towards heating or food support for the spaces in the scheme.

Committee wished to explore this further and requested that a contact was sought from CWaC for costings. Committee was not willing to pluck a figure out of the air.

#### **46. Clerk's report**

There was nothing to report.

#### **47. Date of Next Meeting**

7<sup>th</sup> February 2023.