



Minutes from the **Events Committee Meeting** held on Tuesday 7th February 2023 at 7pm in Gallery 2, Castle Park Arts Centre.

EVENTS COMMITTEE MINUTES

Meeting 5

Attended by: Cllr B. Wade (Chair) I. Anstice, Cllr H. Hayes, Cllr R. Lofts, Cllr P. Lowrie and Cllr L. Sumner.

Also attended by: Z. Dean (Locum Town Clerk), Cllr M. Marsh (Helsby Parish Council) and 2 x members of the public.

48. Apologies for Absence

No apologies were received; all committee members present.

49. Declarations of interest

Cllr Anstice declared an interest in the Christmas Festival.

Cllrs Sumner & Wade declared an interest in Green Gates.

50. Minutes of Meeting 4 held on 12th December 2022

RESOLVED: To accept and sign the minutes of the meeting held on 6th December 2022.

51. Opportunity for Public to Speak

One member of the public wished to speak, making the following observations:

Members were asked to consider the timescales, the changeable weather conditions in May, and the upcoming elections, before making a decision on whether to host an event in Frodsham to celebrate the Coronation of King Charles III. The member of the public also noted that the two events that the Council currently organises, both have different formats and the same template for both may not be suitable. The Council was also urged to take into consideration inclusivity when hosting events.

52. The King's Coronation May 2023

- (a) **NOTED:** The King's Coronation Briefing document from Buckingham Palace for the coronation weekend 6th – 8th May 2023.
Members requested information regarding purdah restrictions.
- (b) **NOTED:** An offer of assistance for the King's Coronation from Frodsham & Helsby Rotary Club was read out to committee.
- (c) Cllr Marsh from Helsby Parish Council attended the meeting to encourage partnership working between the two neighbouring parishes. It was noted that Helsby Parish Council's meeting to discuss the Coronation had not yet taken place, however, the idea of commemorative bookmarks for Primary School aged children was suggested. Cllr Marsh is to share insignia design company details with Frodsham Town Council and committee could consider a joint order to reduce costs.
- (d) Members discussed the feasibility of a large-scale public event for the King's Coronation, as well as the practicalities of hosting such an event the weekend directly following the local elections. It was agreed to seek further information from the Big Lunch Event, and register for a pack ahead of publication, in order to support local groups. It was noted that the Council's 2023/24 budget for the Coronation was smaller than that of the Platinum Jubilee.

RESOLVED: To not hold an outdoor event for the Coronation, establishing a Working Group instead to support smaller initiatives, appointing Cllr Hayes, Lofts, Lowrie & Wade.

53. Field Hire Updated Dates

NOTED: New field hire dates for the all-human circus have been updated to 25th April – 1st May 2023.

54. New Field Hire Request

There was no objection to the annual Motor Show taking place on 23rd July 2023 at the Community Centre fields, organised by Frodsham & Helsby Rotary Club.

55. Calendar of Events for the Upcoming Year

Members discussed the draft calendar of events for 2023.

It was noted that an opening for Green Gates park in February was not feasible as the site would be very muddy and potentially not finished. It was agreed to push this back to the summer for an official opening with music and a children's entertainer.

RESOLVED: To establish a working group to organise an opening for Green Gates park, consisting of Cllrs Hayes, Sumner and Wade, as well as the original organising committee.

It was also noted that the local school academy in Waterside Ward could also be invited to participate in the opening.

RESOLVED: Accept the draft calendar, noting that events for Halloween and the Christmas Festival are to take place on the last Saturdays in October and November, respectively.

Members agreed that additional, smaller events, can be slotted into the calendar throughout the year.

56. Template for Events

The Chair noted that the events template was distributed after the agenda pack, which was the reason why the document had not been available on the Council's website prior to the meeting taking place.

RESOLVED: To add a Risk Assessment section, accepting the document as a good starting point. Halloween feedback to be re-distributed to all members via the Locum Town Clerk.

57. Frodsham Hill Race

Information provided by the Town Clerk was read out regarding the pre-existing Frodsham Downhill Race, which is organised by the Community Centre to coincide with Festival in the Park on 2nd July 2023. Committee noted that the proposed Frodsham Hill Race would be both an uphill and downhill race, which could encourage tourism for the area.

RESOLVED: To open a dialogue with the commercial organisers to ascertain costs, checking with the downhill race organisers in the first instance as courtesy.

58. Date of Next Meeting

4th April 2023.

The meeting closed at 19:50