



Frodsham

TOWN COUNCIL

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

EVENTS COMMITTEE MINUTES

Meeting 3

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

Also attended by: L Bosman (FTC Administrative Officer), 2 members of the public & Cllr R McKeown (non-committee member)

22. Apologies for absence

To receive apologies and consider acceptance.

NOTED: There were no apologies received.

23. Declarations of interest

To note any declarations of interest.

NOTED: Cllr I Anstice declared an interest in the Christmas Festival.

24. Minutes of Meeting 2 held on 2nd August 2022

To agree and sign the minutes as a true record.

RESOLVED: The minutes were approved and signed.

25. Opportunity for public to speak

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

NOTED: Ian Parkin attended the meeting and suggested funding for Christmas Festival may be better moved into a grants budget and the working group apply for it under the same conditions as other grants. However, the Council felt that this would provide an opportunity for commercial organisations to access £10,000. It was agreed that the funding remained in the Events Committee budget, ringfenced for the Christmas Festival working group. Mr Parkin also suggested that additional Christmas lighting could be made available on entering Frodsham near to the Netherton Hall and Gleave's Garden Centre.

26. Halloween Event

To finalise arrangements for an event to be held on 29th October at Frodsham Community Centre.

NOTED: Cllr Wade reported that the venue and entertainment were confirmed. It was noted that the motorway will be closed on the weekend of the Halloween event and all entertainers were to be advised to enable alternative travel arrangements to be made. It was noted that all the decorations have been purchased. All 130 tickets have been allocated and any duplicate bookings will be checked. All attendees will receive a reminder email a week prior to the event requesting them to return tickets if they are unable to attend.

ACTION: LYNDY

27. Remembrance Day

To consider arrangements for Remembrance Day 2022 and agree attendance.

NOTED: Cllr Hayes reported that she had spoken with Reverend Elaine Atack, who will officiate at the service which is to take place on 11/11/22 at the war memorial. FTC will contact the Frodsham and Helsby

District Rotary Club, the Royal British Legion and other organisations in relation to the laying of the wreaths. We will contact Helsby High School to request a student to play the last post. We will also contact Forest Hills to request refreshments after the event. It is expected that the path from the memorial gates will be complete and the area around the war memorial will be more accessible and inclusive this year. An advertisement will be posted onto FTC website and social media and will be shared with the four churches.

ACTION: LYNDY

28. Christmas Working Group update

To give an update on the Christmas Working group.

NOTED: Cllr Anstice to request a list of itemised payments from Christmas working group for FTC. It was noted that the new junior councillors would be invited to turn on the Christmas lights. Cllr Anstice asked whether FTC would fund the cost of traffic management in addition to the £10,000 budget. CWAC has advised that more road marshals are required for the parade than had been used in 2021 to reduce risk to pedestrians attending the event. FTC to check previous year's arrangements and confirm the position with the Christmas working group. It was also noted that the Christmas Working Group is short of volunteers this year and would appreciate people to volunteer to help out.

ACTION: LYNDY

29. Christmas lights

To approve the appointment of KDE to check the Christmas lights, provide on-site assistance at the switch-on and monitor and maintain the lights during the Christmas period.

RESOLVED: It was resolved and approved to request a quote from KDE for a 3-year maintenance contract to provide on-site assistance on the evening of the Festival and lights switch-on and to monitor and maintain the lights during the Christmas period.

ACTION: LYNDY

30. Frodsham care homes

To consider some provision for the local care homes at Christmas.

RESOLVED: It was agreed to provide cakes for the local care homes at Christmas using the supplier who provided the cakes for the Jubilee celebrations. A quotation will be requested.

ACTION: LYNDY

31. Future planning

a) To consider plans for the remainder of 2022/23

b) To consider plans for 2023/24

RESOLVED: It was agreed that FTC need to plan in advance for events scheduled for the remainder of this financial year. The committee also agreed that FTC would make contact with CW&C Councillors Lynn Riley and Chris Basey, and liaise with them regarding the energy crisis with a view to making a donation towards the designated warm spaces within the town to provide for refreshments or any other offer of assistance.

ACTION: LYNDY

32. Clerk's report

To receive a report from the Town Clerk.

NOTED: There was no further report.

33. Date of Next Meeting

6th December 2022.