

Minutes from the **Events Committee Meeting** held on Tuesday 8<sup>th</sup> August 2023 at 7pm in Gallery 2, Castle Park Arts Centre.

Attended by: B Wade (Chair), R Lofts (Vice Chair), H Hayes, J Moorcroft, L Sumner and L Bosman (Administrative Officer)

Also attended by: 2 members of the public

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## **Meeting 2**

### **1. Apologies for absence**

To receive apologies and reasons for absence from members.

**RESOLVED:** It was unanimously agreed to accept apologies from Cllr P Lowrie (personal).

### **2. Declarations of interest**

To receive declarations of interest from members of the committee on items on the agenda.

**NOTED:** There were no declarations of interest from members of the committee on items on the agenda.

### **3. Public participation**

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

**NOTED:** 1 member of the public representing the Festival of Walks Group attended to address item 6. It was noted that a full breakdown of the income and expenditure, up to the agreed budget of £2,000, granted by Frodsham Town Council, will be provided by the group to Frodsham Town Council by 30<sup>th</sup> September in the year of the event. The level for quotations will be the same as in the Finance Regulations for the Council and this figure will be confirmed to the group. It was noted that the walks group will be required to provide its own insurance, as no member of Frodsham Town Council will be involved with the event. Next year will be the 20<sup>th</sup> Anniversary of the event.

1 member of the public attended to make a complaint about councillors and ex councillors and their attitude towards the complainant and each other on a Facebook page. It was agreed that a meeting will be arranged with the complainant, Cllr Wade, Cllr Hayes and the Clerk to discuss the issue raised.

### **4. Minutes of meeting held 6<sup>th</sup> June 2023**

(a) To agree and sign the minutes as a true and accurate record.

**RESOLVED:** It was unanimously agreed to approve and sign the minutes as a true and accurate record.

(b) To note outstanding actions from the meeting held 6th June 2023

Item ref	Topic	Action
6/06/23/9	Benefits for the elderly	Cllrs Lowrie and Moorcroft agreed to work together to provide a detailed and costed proposal for consideration at the next Events Committee due to be held on 8 <sup>th</sup> August 2023.
6/06/23/10	Family events	Cllr Moorcroft agreed to provide a detailed and costed proposal for events to be held on Townfield Lane, Churchfields and Green Gates play areas at the next Events Committee due to be held on 8 <sup>th</sup> August 2023.

**NOTED:** It was noted that the above had not been actioned.

(c) To agree action to be taken

**RESOLVED:** It was agreed that Cllr Moorcroft and Cllr Lowrie would consult and bring this back to the next Events Committee meeting.

#### 5. Halloween event

(a) To note actions taken to date

**NOTED:** It was noted that the community centre and face painters were booked and a quotation obtained from an entertainer who could also provide the required number of sweet cones.

(b) To note estimated expenditure against budget

**NOTED:** The estimated expenditure against budget was noted.

(c) To agree actions to be taken

**RESOLVED:** It was agreed to accept the quotation of £230.00 and book the entertainer and to contact the face painter and request a 3<sup>rd</sup> person from The Glitter Hub due to the high number of children expected to attend the event.

#### 6. Festival of Walks 2024

(a) To note the 2023-2024 budget

**NOTED:** The 2023-2024 budget was noted £2,000.

(b) To consider the terms of reference/constitution provided by the group to include:

- (i) date of adoption and appointment of chair, secretary and treasurer
- (ii) full breakdown of all income and expenditure to be provided by 30<sup>th</sup> September 2024 at the end of the annual FoW (2024)

**RESOLVED:** The terms of reference were considered and accepted. The Chair clarified that a full breakdown of all income and expenditure of funding provided by FTC be provided and requested that the group amend the wording in the constitution to reflect this.

(c) To consider release of £500 to the group to cover immediate expenses

**RESOLVED:** It was agreed to release £500 and that the group must provide receipts for

items or services purchased from this sum which will be taken from the £2,000 budget.

- (d) To note that all requests for funding from the 2023-2024 budget must be accompanied by quotations and invoices

**NOTED:** It was noted that Clerk will clarify and confirm the expenditure limits for quotations which will be in line with FTC Finance Regulations.

- (e) To note that the organizing group will require their own public liability insurance for the 2024 event

**NOTED:** It was noted that the group will require their own public liability insurance as FTC insurers (Zurich) will not cover an event which has no input from FTC. The Clerk has previously provided an indicative quotation.

- (f) To note that the organizing group will have their own independent Festival of Walks website for the 2024 event

**NOTED:** The item was not discussed.

### **7. Remembrance Day**

- (a) To note the event will take place on Saturday 11th November 2023

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

- (b) To agree action to be taken

**RESOLVED:** It was agreed that officers will order wreaths required and contact Reverend Elaine Attack with a request for her to conduct the ceremony. Invites will be sent to the usual attendees and Forest Hills Hotel will be asked to provide refreshments for following the event.

### **8. Christmas Festival 2023**

- (a) To note the event will take place on the last Saturday in November 2023

**NOTED:** It was noted that the event would take place this year on Saturday 25<sup>th</sup> November.

- (b) To note that Cllr Lofts is a member of the organizing group

**NOTED:** This was noted.

- (c) To agree action to be taken

**RESOLVED:** Cllr Lofts agreed that he would attend the Christmas group meetings and feedback to FTC.

### **9. D-Day 2024 - 6<sup>th</sup> June 2024 - 80<sup>th</sup> Anniversary**

To note the date

**NOTED:** The date was noted.

### **10. Close of meeting**

The meeting closed at 8.40pm.