

Events Committee Members: B Wade (Chair), R Lofts (Vice Chair), H Hayes, P Lowrie,
J Moorcroft, L Sumner
Committee Clerk: L Bosman

The above named councillors are summoned to attend the Events Committee Meeting to be held on Tuesday 8th August 2023 at 7pm in Gallery 2, Castle Park Arts Centre.

SIGNED: *L BOSMAN* COMMITTEE CLERK (L BOSMAN) DATE: 2/08/2023

Meeting 2

1. Apologies for absence
To receive apologies and reasons for absence from members.
2. Declarations of interest
To receive 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.
4. Minutes of meeting held 6th June 2023
 - (a) To agree 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 8th 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 8th August 2023.

(c) To agree action to be taken

5. Halloween event
 - (a) To note actions taken to date
 - (b) To note estimated expenditure against budget
 - (c) To agree actions to be taken
6. Festival of Walks 2024
 - (a) To note the 2023-2024 budget

- (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 30th September 2024 at the end of the annual FoW (2024)
- (c) To consider release of £500 to the group to cover immediate expenses
- (d) To note that all requests for funding from the 2023-2024 budget must be accompanied by quotations and invoices
- (e) To note that the organizing group will require their own public liability insurance for the 2024 event
- (f) To note that the organizing group will have their own independent Festival of Walks website for the 2024 event

7. Remembrance Sunday

- (a) To note the event will take place on Friday 11th November 2023
- (b) To agree action to be taken

8. Christmas Festival 2023

- (a) To note the event will take place on the last Saturday in November 2023
- (b) To note that Cllr Lofts is a member of the organizing group
- (c) To agree action to be taken

9. D-Day 2024 - 6th June 2024 - 80th Anniversary

To note the date

10. Close of meeting

Minutes from the Events Committee Meeting held on Tuesday 6th June 2023 at 7pm in Gallery 2, Castle Park Arts Centre.

EVENTS COMMITTEE MINUTES

Meeting 1

Attended by: Cllrs B Wade (Chair) R Lofts (Vice Chair), P Lowrie, J Moorcroft, L Sumner & J O'Donoghue (Town Clerk)

Also attended by: 1 member of the public

1. Election of chair

To elect a chair to serve until 31st March 2024.

RESOLVED: Cllr B Wade was unanimously elected as Chair and Cllr R Lofts was unanimously elected as Vice Chair to serve until the Annual Meeting in May 2024.

2. Apologies for absence

To receive apologies and reasons for absence from members.

RESOLVED: It was unanimously agreed to accept apologies from Cllr H Hayes (personal).

3. 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.

4. Minutes of meeting held 4th April 2023

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

RESOLVED: The minutes of the meeting were unanimously approved and signed as a true and accurate record.

5. Public participation

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

NOTED: 1 member of the public noted that the committee had previously noted a schedule for events and expressed concerns relating to sufficient time being allocated for planning the Halloween event;

6. Terms of reference

To note the terms of reference approved 24th April 2023 (minute ref: FTC/24/04/2023/134/d).

NOTED: The terms of reference were noted.

7. Budget

To note the budget approved 16th January 2023 (minute ref: FTC/16/01/2023/82)

Code	Item	2023-2024 budget
4700	Town meetings	£ 200.00
4710	Festival of Walks	£ 2,000.00
4720	Remembrance Day	£ 500.00
4722	Halloween	£ 1,500.00
4730	Christmas Festival	£ 10,000.00

4040	Christmas lights (KDE)	£ 2,000.00
4823	Room hire (Halloween Community Centre)	£ 92.00
4760	Coronation 2023	£ 5,000.00
	Events Committee total budget	£ 21,292.00

NOTED: The budget was noted. The Clerk noted that unspent expenditure from cost code item 4760 (Coronation 2023) could be allocated to an additional event subject to approval.

8. Festival in the Park 2023 (Rotary)

(a) To note that the event will be held on 2nd July 2023

NOTED: The date was noted

(b) To agree attendance at the Festival

RESOLVED: It was noted that Cllrs Hayes, Eakin, Sumner, Lowrie, & Moorcroft are available to attend the event and that the Clerk will circulate a list of time slots to ensure there is Cllr representation throughout the event.

Standing Orders were suspended at the request of the Chair to allow a member of the public to take part in discussion in regard to provision of a gazebo. Standing Orders were reinstated following discussion.

(c) To consider setting up a working group

NOTED: Cllrs Wade and Lofts will co-ordinate and it was agreed that a working group was not required.

(d) To agree information to be provided at the event

RESOLVED: Cllrs Wade and Lofts will provide FTC Admin team with a list of requirements prior to the event.

9. Benefits for the elderly

To consider holding an information event hosted by CAB/DWP (Cllr Moorcroft).

RESOLVED: 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 8th August 2023.

10. Family events

To consider holding regular family events on play areas maintained by Frodsham Town Council (Cllr Moorcroft).

RESOLVED: 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 8th August 2023.

11. Silcocks Funfair

To consider a request to hold a funfair on 11th to 16th September on the Community Centre field.

RESOLVED: It was unanimously agreed to hire the community field to Silcock's Funfair subject to provision of portable public toilets by Silcocks. The request to hold a fireworks display was declined.

12. Clerk's report

To receive any additional report.

NOTED: It was noted that the Festival of Walks working group does not have any terms of reference for the event to be held in 2024 and that this needs to be addressed to ensure due diligence.

13. Date of next meeting

8th August 2023



Frodsham Festival of Walks Constitution

• Name:

_____The name of the organisation shall be Frodsham Festival of Walks hereinafter called 'the Group'.

• Aims:

_____The Group aims to adopt an innovative approach to promote, for the benefit of the _____ residents and communities of the town of Frodsham and surrounding areas, a **Festival of Walks**, and a variety of appropriate accompanying events, that celebrate and promote our town and its surrounding countryside, parks, forests and established woodland spaces.

The Group aims to respect and enhance where possible, the quality of our local landscapes, whilst still staying true to the cultural heritage and character of the area.

We are committed to working with residents and other local groups including farmers, landowners, local/regional organisations and businesses, to conserve and enhance our historic landscapes and respect our local environment during the delivery of our walks and events.

Through the delivery of an annual Festival of Walks, the Group aims to improve social networks and connectivity by bringing people together through the medium of walking and other appropriate, accompanying activities. This will be achieved by encouraging _____ residents, local businesses, and voluntary organisations to participate in a common resolve to improve enhance the lives and wellbeing of local people of all ages in Frodsham and its surrounding district.

The Group aims ~~for the~~ Festival to act as an incentive to promote the health and _____ wellbeing benefits of walking as a way of life, whilst also promoting and supporting volunteering and learning pathways.

The Group will always try to curate a Festival that provides something for everyone, inspiring our residents and visitors to find, or re-discover, the incredible trails, paths, _____ and stories that our ancient town and countryside has to offer. We will also promote an appreciation of the natural world by supporting walks that highlight plant life and animal life, and an awareness of environmental change.

The Group shall not be discriminatory in any way and will respect both the content and intention of the Equalities Act 2010.

The Group recognise that compassionate communities help to reduce social isolation and loneliness and bring a sense of belonging into what is sometimes a disconnected society.

• Carrying out the Aims:

In order to carry out its Aims the Group shall have the power to:

Raise funds, receive grants and donations, and obtain funds by any other lawful method.

Apply the funds of the Group to carry out the work of the Group.

Co-operate with, and support, other organisations with similar objectives.

Do all such lawful activities as will further the Aims of the Group.

• Management Committee:

The Group will be run by a Management Committee, comprising of not fewer than three and no more than nine committee members who are appointed at the Annual General Meeting (AGM) of the Group.

One third (or the nearest larger whole number) of Management Committee members shall retire in turn at the AGM but may be nominated and re-elected for a further term. Selection of the first few retirees will be by ballot.

The Management Committee shall consist of a Chair, Secretary, Treasurer and no more than six other voting members.

The Management Committee will meet at least three times each year and at least three Members of the Management Committee must be in attendance for the meeting to be quorate.

A proper record of all decisions taken at a Management Committee meeting will be maintained. This will be the responsibility of the Secretary.

If any Member of the Management Committee considers themselves to hold a conflict of interest on any matter, it must be declared, and the Member must not take part in the discussion or any ensuing vote.

Each Member of the Management Committee shall have one vote and any decisions made shall be decided by a simple majority of those present. If there is an equality of votes the Chair shall have the casting vote.

There will be fourteen days' notice given to all Management Committee Members prior to any meeting.

A Special General Meeting may be called at any time at the request of the Management Committee. A notice explaining the place, date, time, and reason shall be sent to all Members at least seven days before.

Proposals to change the Constitution of the Group must be given in writing to the Secretary at least twenty-eight days before a general meeting and approved by a two thirds majority of those present and voting.

Reasonable expenses incurred by Management Committee Members in forwarding the aims of the Group will be reimbursed on production of a receipt.

• Membership of the Group:

The Group shall have a Membership.

Anyone may apply for Membership or may be enrolled by participating in any of the Festival of Walks activities/events.

Membership of the Group will be open to any individual who resides within the district.

All Members of the Group will have the right to vote at the Annual General Meeting.

Any Member may be excluded from Membership by the Management for any reason deemed appropriate by the Management Committee.

The Group will adhere to the requirements of the Data Protection Act 1998.

• **Accounts:**

The funds of the Group including all donations and contributions shall be paid into an account held in the name of the Group and operated by the Management Committee.

All Group expenditures must be budgeted or explicitly agreed by the Management Committee prior to any commitment being made.

All cheques and **digital** financial transactions relating to the account, will be signed and/or witnessed and monitored by at least one other member of the Management Committee who either hold the positions of Chair, Treasurer, Secretary, or another nominated member of the Group.

The funds belonging to the Group shall be applied only to further the aims of the group.

A record of all income, funding and expenditure will be maintained and will be available for inspection prior to the Annual General Meeting.

• **Dissolution:**

The Group may be dissolved by a resolution passed by a simple majority of those present and voting at a Special General Meeting.

If confirmed, the Management Committee shall distribute any assets remaining after the payment of all bills to other charitable groups or organisations having aims and values similar to the Frodsham Festival of Walks, or another charitable purpose selected by the Group or agreed by the Management Committee.

Chair – [Caroline Ashton](#)

Secretary – [Martin Maris](#)

Treasurer – [Glyn Morris](#)