

Minutes from the **Events Committee Meeting** held on Tuesday 3<sup>rd</sup> December 2024 at 7pm in Gallery 2, Castle Park Arts Centre.

Attended by: Cllr R Lofts (Vice Chair), Cllr H Hayes, Cllr P Lowrie & Jo O'Donoghue (Town Clerk)

Also attended by: 1 member of the public

### **Meeting 4**

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

To receive apologies and reasons for absence from members.

**RESOLVED:** Apologies were received and accepted from Cllr Wade (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.

#### **3. Public participation**

Members of the public are invited to address the meeting on agenda items in accordance with FTC policy on public speaking at meetings: <https://frodsham.gov.uk/policies-procedures>

**NOTED:** 1 member of the public attended to offer advice on the proposed budget.

#### **4. Minutes from the meeting held 1st October 2024**

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

**RESOLVED:** The minutes were unanimously approved and signed,

#### **5. Finance**

(a) To note expenditure against budget and anticipated variance at year-end:

<b>140</b>	<b>Events</b>	<b>2024-2025 Budget</b>	<b>Actual to date</b>	<b>Projected yr-end</b>	<b>Projected Variance</b>
4180	Mobile phone	0.00	10.00	60.00	-60.00
4321	D-Day 2024	3,000.00	1,804.00	1,804.00	1,196.00
4700	Town Meetings	200.00	0.00	0.00	200.00
4710	Festival of Walks	2,000.00	2,000.00	2,000.00	0.00
4720	Remembrance Day	100.00	0.00	125.00	-25.00
4722	Halloween	1,800.00	831.00	1,071.00	729.00
4723	Christmas Lights	2,000.00	0.00	0.00	2,000.00
4730	Christmas Festival (additional exp)	500.00	0.00	0.00	500.00
4731	Care in the Community	300.00	0.00	290.00	10.00
	<b>SUB TOTAL</b>	<b>9,900.00</b>	<b>4,645.00</b>	<b>5,350.00</b>	<b>4,550.00</b>

(b) To consider 2025-2026 budget for recommendation to full council

**STANDING ORDERS WERE SUSPENDED TO ALLOW A MEMBER OF THE PUBLIC TO TAKE PART IN THE DISCUSSION**

**RESOLVED:** It was unanimously agreed to recommend a budget as follows:

140	Events	2024-2025	2025-2026
4321	D-Day 2024	£ 3,000.00	
4700	Town Meetings	£ 200.00	£ 200.00
4710	Festival of Walks	£ 2,000.00	£ 2,000.00
4720	Remembrance Day	£ 100.00	£ 100.00
4722	Halloween	£ 1,800.00	£ 2,000.00
4723	Christmas Lights	£ 2,000.00	£ -
4730	Christmas Festival (additional exp)	£ 500.00	£ -
4731	Care in the Community	£ 300.00	£ 400.00
[code]	VE-Day 2025		£ 3,000.00
[code]	Easter Trail		£ 2,500.00
[code]	Food & Drink Festival (June)		£ 3,000.00
[code]	Frodsham Festival (August)		£ 20,000.00
[code]	Event for volunteers (Sept)		£ 5,000.00
	<b>TOTAL EVENTS EXPENDITURE</b>	<b>£ 9,900.00</b>	<b>£ 38,200.00</b>

It was further agreed that an Events Working Group would be established consisting of Cllr Lofts, Cllr Hayes, Cllr Wade and a member of the public. Town Clerk to draw up terms of reference for the group.

**ACTION: JO**

**STANDING ORDERS WERE REINSTATED**

**6. Feedback received from Chapel Fields Care Home for the D-Day Event in June**

To note the feedback received from Chapel Fields Care Home regarding the provision of a fish and chip dinner in commemoration of the D-Day event held in June 2024.

**NOTED**

**7. Halloween Event**

To receive feedback from the recent event held on 26<sup>th</sup> October 2024.

**NOTED:** The Halloween event was a success, delighting up to 130 children from Frodsham. Highlights included a magic-themed disco roadshow and the always-popular face painting and glitter tattoos, transforming kids into spooky Halloween characters. The Committee thanked everyone who made this event possible, in particular, Lyndy Bosman (Admin Officer).

**8. Remembrance Day Events**

To receive feedback from the recent Remembrance Services held in November 2024.

**NOTED:** The 2024 Remembrance Day event at the War Memorial on Frodsham, Overton Hill went well. Many local organisations attended. The weather remained dry and the sun shone during the service which was led by Reverend Elaine Attack of St' Laurence Church. The poem 'In Flanders Fields' was read by pupils from Helsby High School and The Last Post was played by local violinist Daniel Axworthy. Many of the local schools and other community groups attended alongside members of Cheshire Fire & Rescue Service and Cheshire

Constabulary. The Lord Lieutenant of Cheshire was represented by Dr Timothy Wheeler. Refreshments were kindly provided afterwards at Forest Hills Hotel. Formal messages of thanks have been sent to Reverend Elaine Attack, Daniel Axworthy (violinist), Helsby High and Forest Hills Hotel.

## 9. Christmas Festival

To receive feedback from the Christmas Festival held on 30<sup>th</sup> November 2024.

**NOTED:** Cllr Lofts provided report and it was noted that: the Artisan Market worked well with the event; barriers at the corner of Main Street and Church Street were an improvement in terms of health and safety and sufficient traffic marshalls came forward at the eleventh hour. It was noted that the committee will remain, Cllr Lofts will continue to be involved and the Committee will begin fund-raising for the 2025 event in the new year. Councillors were urged to come forward to join the committee and take an active part in the Christmas festivities.

## 10. Cakes for Nursing Homes

To consider the quotation received in the sum of £305.25 for 185 cakes (£1.65 per cake) which is a 15p increase on last years' cost per cake, due to the increase in ingredients.

**RESOLVED:** It was unanimously agreed to accept the quotation and confirm numbers and appropriate delivery dates with the care homes. **ACTION: LB**

## 11. VE Day Commemoration Event

To agree a budget for the VE Day Commemoration Event.

**NOTED:** The item was agreed under agenda item 5b.

## 12. Clerk's report

To receive any additional report.

**NOTED:** There was no additional report.

## 13. Date of next meeting

4<sup>th</sup> February 2025

## 14. Close of meeting

**NOTED:** The meeting closed at 19:49