



Frodsham

TOWN COUNCIL

Events Committee Members: Cllr B Wade (Chair), Cllr R Lofts (Vice Chair), Cllr H Hayes, Cllr A Holman, Cllr J Moorcroft and Cllr P Lowrie

Assistant Clerk: L Bosman

The above named councillors are summoned to attend the **Events Committee Meeting** to be held on Tuesday 1st July 2025 at 7pm in Gallery 2, Castle Park Arts Centre, WA6 6SE.

SIGNED:

ASSISTANT CLERK: (L BOSMAN)

DATE: 25/06/2025

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 in accordance with FTC policy on public speaking at meetings: <https://frodsham.gov.uk/policies-procedures>

4. Terms of Reference

To note the terms of reference for the Committee.

5. Minutes

To approve the minutes from the meeting held on 3/06/2025

6. Finance & Budget

(a) To note the finance report provided.

(b) To note that expenditure (to 24/06/25) on VE Day was £1,316.75 against a budget of £3,000.

(c) To note that expenditure of the Easter Trail (to 24/06/25) was £1,228.33 against a budget of £2,500.

(d) To note that expenditure on the Food & Drink Festival (to 24/06/25) was £2,229.00 against a budget of £3,000.

(e) To note that not all expenses have been paid to date (24/06/25) and that these figures may vary slightly.

7. Approval of Food & Drink Festival Expense items

To approve the expense items provided which were incurred for the Food & Drink Festival.

8. Review of the Food & Drink Festival

To receive a report from Helen Hayes on the Food & Drink Festival.

9. Main Street Kitchen Colouring Competition Winner

To note the winner of the Main Street Kitchen Colouring Competition.

10.Festival in the Park 2025 organised by Frodsham & Helsby Rotary Club

To agree a rota for the event on Sunday 6th July.

11.Events Management Plan

To note the Events Management Plan provided by the Town Clerk for the Picnic in the Park 23rd August 2025 to include an overall risk assessment.

12.Activities carried out by the Town Clerk

To note the activities which have been carried out the Town Clerk.

13.Picnic in the Park Event Logo

To note the Picnic in the Park Logo.

14.Approval of Quotations received for the Picnic in the Park event

To approve the quotations received for inflatables and face painters.

15.Dog Show

To note the requirements in order to hold a dog show.

16.Risk Assessments and Public Liability Insurance

To note that providers of all 3rd party equipment will need to provide a site-specific risk assessment and copies of their Public Liability Insurance.

17.Event Planning Schedule

- (a) To note the Picnic in the Park Event Planning Schedule provided by the Assistant Clerk to date.
- (b) To make any amendments or updates to the schedule as necessary.

18.Volunteer Event

To consider the Volunteer Event planned for September.

19.Committee Clerk's report

To receive any additional report from the Committee Clerk.

20.Date of next meeting

5th August 2025