

Minutes from the **Events Committee Meeting** held on Tuesday 1st July 2025 at 7pm in Gallery 2, Castle Park Arts Centre, WA 6SE.

Attended by: Cllr B Wade (Chair), Cllr R Lofts (Vice Chair), Cllr H Hayes, Cllr A Holman, Cllr J Moorcroft & L Bosman (Assistant Clerk)

Also Attended by: Four members of the public

Meeting 2

1. Apologies for absence

To receive apologies and reasons for absence from members.

RESOLVED: Apologies were received and accepted from Cllr Lowrie (prior engagement).

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: A member of the public spoke on agenda items 6, 8, 10 and 11. They advised that there would not be a charge to FTC for the use of Castle Park for the Food & Drink Festival as the charges weren't approved until the last Executive Trust meeting, but that it had been agreed at that meeting that there would be charges for any future events held in Castle Park which are commercial in nature. They noted that the recent Food & Drink Festival organised by Frodsham Town Council was an outstanding event. A second member of the public also congratulated FTC on the success of the festival. The upcoming President of Frodsham & Helsby Rotary Club was introduced to the committee.

4. Terms of Reference

To note the terms of reference for the Committee.

NOTED: The Terms of Reference were noted.

5. Minutes

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

RESOLVED: The minutes from the meeting were approved and signed.

6. Finance & Budget

(a) To note the finance report provided.

NOTED: The finance report was noted.

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

NOTED: The expenditure was noted.

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

NOTED: The expenditure was noted.

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

NOTED: The expenditure was noted.

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

NOTED: This was noted.

7. Approval of Food & Drink Festival Expense items

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

RESOLVED: The expense items provided by Cllr Hayes were approved.

8. Review of the Food & Drink Festival

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

RESOLVED: Cllr Hayes apologised that she had not yet produced a written report due to having recently taken annual leave and that she would provide this at a later date. She verbally reported that the Food & Drink Festival saw approximately 2,000 visitors throughout the day of the event, over 500 watched the demos in the marquee during the day and people also visited the local businesses. Comments throughout the day were extremely positive.

ACTION HH

9. Main Street Kitchen Colouring Competition Winner

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

NOTED: It was noted that FTC had been in touch with Main Street Kitchen and they were to advise the name of the winner today, however as yet we have not been informed of this. This would be chased up by the FTC office team.

ACTION LB

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

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

RESOLVED: Cllr Hayes advised that she would collect the gazebo. The councillors present advised on their availability and a rota was agreed.

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.

NOTED: The Events Management Plan was noted.

12. Activities carried out by the Town Clerk

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

NOTED: This was noted.

13. Picnic in the Park Event Logo

To note the Picnic in the Park Logo.

NOTED: The logo was noted.

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

To approve the quotations received for inflatables and face painters.

RESOLVED: The quotations were approved.

15.Dog Show

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

NOTED: The requirements were noted. Cllr Hayes advised that she had sent them to Tail Mates and that she would pay them a visit to confirm that they were happy to conform with the Risk Assessment and the organisation.

ACTION HH

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.

NOTED: This was noted.

17.Event Planning Schedule

(a) To note the Picnic in the Park Event Planning Schedule provided by the Assistant Clerk to date.

NOTED: The Event Planning Schedule was noted.

(b) To make any amendments or updates to the schedule as necessary.

RESOLVED: Amendments were made to the Event Planning Schedule.

18.Volunteer Event

To consider the Volunteer Event planned for September.

RESOLVED: It was resolved to put a small Working Group together to discuss some ideas on how this can be taken forward.

ACTION BW / RL / HH

19.Committee Clerk's report

To receive any additional report from the Committee Clerk.

NOTED: The report was noted. It was agreed to keep the Events Committee meetings on the same day each month.

RESOLVED: Cllr Hayes received a request to rename 'Hob Hey Wood's' orchard to 'Tom's Orchard'. She has approached Manor House Primary School and asked if they would be prepared to hold a competition at their Summer Fair on Saturday 12th July for the children to design a sign. The Senior Leadership Team have confirmed that they are happy to run the competition and FTC have agreed to bring their gazebo and host the competition on the schools behalf. Cllr Hayes advised that she is going to contact Tom Blundell and ask if he would like to judge the competition.

ACTION HH

20.Date of next meeting

5th August 2025