



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 5th August 2025 at 7pm in Gallery 2, Castle Park Arts Centre, WA6 6SE.

SIGNED:

ASSISTANT CLERK: (L BOSMAN)

DATE: 30/07/2025

Meeting 3

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 from the meeting held on 1st July 2025

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

6. Update of the 'Picnic in the Park' event and Area Plan

(a) To receive an update of preparations for the 'Picnic in the Park' event taking place on Saturday 23rd August 2025.

(b) To agree action to be taken.

7. Dog Show

To note that all of the documentation for the dog show is now in order and that FTC have contacted a local veterinary practice, who have agreed to be the emergency vet should they be required by any of the participants during the event.

8. Community Medics

To respond to the questions posed by Community Medics.

(a) Who will be the point of contact for the medical team on the day?

(b) If there is a medical incident away from the first aid post, how will the team be alerted?

9. Stage Decoration

- (a) To approve the purchase of stage decorations
- (b) To agree volunteers to assist in decorating the stage on the day.

10. Bookmarks, Apples & Bottled Water

To approve the purchase of Bookmarks, Apples & Bottled Water, and the quantity required.

11. Volunteer Event

- (a) To note the progress with the working group for the Volunteer Event.
- (b) To agree actions to be taken.

12. Halloween Event

- (a) To note that the Community Centre is booked for the Halloween Event for Saturday 25th October 2025.
- (b) To approve the activities for the event.
- (c) To approve the number of rooms required.
- (d) To approve any additional requirements – refreshments, etc;

13. Committee Clerk's report

To receive any additional report from the Committee Clerk.

14. Date of next meeting

2nd September 2025