



Minutes from the **Events Committee Meeting** held on Tuesday 2nd September 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 & Cllr P Lowrie & L Bosman (Assistant Clerk)

Also Attended by: Three members of the public

Meeting 4

1. Apologies for absence

To receive apologies and reasons for absence from members.

NOTED: There were no apologies.

2. Declarations of interest

To receive declarations of interest from members of the committee on items on the agenda.

NOTED: Councillor declared an interest in item 5 due to his wife being a Guider with Girl Guiding.

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 item 5, saying what a fantastic event it was, also putting some thoughts forward for when the committee carry out the debriefing of the event. Another member of the public spoke on the minutes from the July meeting, item 8, and asked when the two reports would be completed.

ACTION HH & BW

4. Minutes from the meeting held on 5th August 2025

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

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

5. Picnic in the Park

- (a) To resolve that the Committee approve the following expenses: participant sweets for Girl Guiding games (£186.30), prizes for Girl Guiding games (£52.65), hand sanitiser (£21.00), dog water and treat bowl (£21.98), storage boxes (£12.00), and prizes for the Tail Mates Fun Dog Show (approx. £200.00, tbc).

RESOLVED: The expenses were approved.

- (b) To receive a verbal update on the Picnic in the Park event and to agree a date for an informal review meeting to discuss what went well, what could be improved, and ideas for the 2026 event.

RESOLVED: A verbal update was provided by Cllr Wade. The date for the informal review meeting was agreed for Monday 15th September 2025 at Castle Park Arts Centre.

Book Gallery 2, Arts Centre for Monday 15th September, 7pm **ACTION LB**

Contact Portaloo company about the lack of hand sanitiser in the toilets **ACTION LB**

6. Volunteer Recruitment Event

- (a) To note the report.

NOTED: The report was noted.

- (b) To approve the organisation of the Volunteer Recruitment Event on 20th September 2025.

RESOLVED: The Volunteer Recruitment Event was approved.

- (c) To approve associated expenditure for venue hire, refreshments, marketing, and promotional materials (budget to be confirmed).

Draft marketing and promotional materials, arrange refreshments **ACTION JM**

RESOLVED: This was approved.

- (d) To agree whether the event should be opened up to other volunteer organisations.

RESOLVED: It was agreed to keep it small to begin with.

- (e) To agree allocations of councillor/officer responsibilities.

RESOLVED: This was agreed.

7. Halloween Event

- (a) To confirm the date of the event.

RESOLVED: The date of the event was confirmed as Saturday 25th September 2025.

- (b) To note what actions have been taken to date.

NOTED: It was noted that the Community Centre had been booked to date.

- (c) To agree actions to be taken and allocate responsibilities.

RESOLVED: It was agreed to source and book a DJ a form of entertainment and a couple of Face painters. **ACTION LB**

8. Town lighting

To identify community events where the lights on Main Street and Church Street could be illuminated, extending their use beyond the Christmas season.

NOTED: No decision was made.

9. Budget

(a) To note the 2025-26 budget:

NOTED: The 2025-26 budget was noted.

(b) To consider the budget for 2026-27.

RESOLVED: The budget was considered and it was resolved to keep it the same as this year initially.

10. Committee Clerk's report

To receive any additional report from the Committee Clerk.

NOTED: There was no further report.

11. Date of next meeting

7th October 2025

12. Close of meeting

The meeting closed at 7:50pm