



The following councillors are summoned to attend the Events Committee Meeting to be held on Tuesday 7th October 2025 at Castle Park Arts Centre

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

Location: Gallery 2, Castle Park Arts Centre, Castle Park, Frodsham, WA6 6SE
Date: Tuesday 7th October 2025

Members of the press and public are welcome to attend. The meeting will be audio recorded.

Signed: *L. Bosman* **Assistant Clerk** **Date:** 02/10/2025

Meeting 5

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. Minutes from the meeting held on 2nd September 2025

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

5. Frodsham Festival of Walks

(a) To receive an update from a member of the Frodsham Festival of Walks steering group on the success of the 2025 event and their plans for 2026.

(b) To consider the funding for Frodsham Festival of Walks 2026.

6. Picnic in the Park Event

To receive a report on the outcome of the event.

7. Feedback received from the Picnic in the Park Event

(a) To note feedback received from the organisations and participants.

(b) To note that all organisations and participants have been contacted and thanks have been passed on from the FTC Events Committee for their contribution to the event.

8. Halloween 2025 Event

(a) To consider and approve the quotation received for 2 hours Face Painting from a company consisting of Three Face Painters.

- (b) To consider and approve the quotation received from a DJ for 2 hours entertainment services.
- (c) To consider the inclusion of a Balloon Modeller at the event.
- (d) To resolve to purchase small prizes in the form of sweets for competitions and best fancy dress costumes, sweets and bags to make up treat bags to give out to each child at the end of the event, and arrange for someone to purchase them.

9. Halloween Event Promotion

- (a) To consider the process for promoting and advertising the event.
- (b) To resolve to use Eventbrite for the ticket booking system as in previous years.
- (c) To agree the total number of tickets to make available.
- (d) To agree the release dates for tickets.
- (e) To agree any further actions to be taken.

10. Remembrance Day 2025

- (a) To note that Remembrance Day will take place on Sunday 9th November 2025.
- (b) To note that FTC & St Laurence Church Remembrance Event will take place on Tuesday 11th November 2025.
- (c) To note that 7 remembrance wreaths have been ordered.
- (d) To agree further action to be taken.

11. Christmas Festival 2025

To note that Frodsham Christmas Festival will take place on Saturday 29th November 2025.

12. Liaison with Castle Park Arts Centre

- (a) To consider opportunities for closer working with Castle Park Arts Centre around FTC events.
- (b) To consider possible opportunities for joint promotion or coordination to support both FTC events and the Arts Centre.
- (c) To consider inviting a trustee from Castle Park Arts Centre to a future Events Committee meeting, to discuss opportunities for collaboration and to foster a closer relationship between the Arts Centre and FTC.

13. Events Committee meeting day

To consider moving the day of the Events Committee meeting from a Tuesday to a Monday.

14. Committee Clerk's report

To receive any additional report from the Committee Clerk.

15. Date of next meeting

4th November 2025

16. Close of meeting