

Minutes from the **Events Committee Meeting** held on Tuesday 7<sup>th</sup> October 2025 at 7pm in Gallery 2, Castle Park Arts Centre, WA 6SE.

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

Also Attended by: Two members of Frodsham Festival of Walks Steering Group

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### **Meeting 5**

#### **1. Apologies for absence**

To receive apologies and reasons for absence from members.

**RESOLVED:** Apologies were received from Cllrs Hayes and Lowrie.

#### **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:** The members of Frodsham Festival of Walks Steering Group spoke on agenda item 5. They provided an update to the Events Committee on the success of the 2025 event and their plans for the 2026 event.

#### **4. Minutes from the meeting held on 2<sup>nd</sup> September 2025**

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

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

#### **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.

**RESOLVED:** The update was received.

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

**RESOLVED:** It was resolved to provide funding Frodsham Festival of Walks of £2,000.00 towards their 2026 event. **ACTION JO**

#### **6. Picnic in the Park Event**

To receive a report on the outcome of the event.

**RESOLVED:** The report was received.

#### **7. Feedback received from the Picnic in the Park Event**

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

**NOTED:** The feedback was noted.

- (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.

**NOTED:** This was noted.

## 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.

**RESOLVED:** It was resolved to approve and accept the quotation from the Face Painters.

**ACTION LB**

- (b) To consider and approve the quotation received from a DJ for 2 hours entertainment services.

**RESOLVED:** It was resolved to approve and accept the quotation from the DJ who the committee had used on previous occasions and were comfortable with.

**ACTION LB**

- (c) To consider the inclusion of a Balloon Modeller at the event.

**RESOLVED:** It was resolved not to include a Balloon Modeller.

- (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.

**RESOLVED:** It was resolved to purchase sweets for the event.

**ACTION LB**

## 9. Halloween Event Promotion

- (a) To consider the process for promoting and advertising the event.

**RESOLVED:** It was resolved to promote the event on Facebook, the FTC website and by placing posters on the noticeboards and in prominent venues within Frodsham such as; the library and community centre.

**ACTION LB/BW**

- (b) To resolve to use Eventbrite for the ticket booking system as in previous years.

**RESOLVED:** It was resolved to use Eventbrite for the ticket booking system.

**ACTION LB**

- (c) To agree the total number of tickets to make available.

**RESOLVED:** It was resolved to make a total of 120 tickets available.

**ACTION LB**

- (d) To agree the release dates for tickets.

**RESOLVED:** The release dates were agreed and resolved.

- (e) To agree any further actions to be taken.

**RESOLVED:** It was resolved to purchase a balloon arch.

**ACTION LB**

## 10. Remembrance Day 2025

- (a) To note that Remembrance Day will take place on Sunday 9<sup>th</sup> November 2025.

**NOTED:** The date was noted.

(b) To note that FTC Remembrance Event will take place on Tuesday 11<sup>th</sup> November 2025 and will be led by Reverend Phil Attack.

**NOTED:** The date was noted.

**RESOLVED:** It was resolved to contact Helsby High to ask if a bugler would be available to play The Last Post or to contact Frodsham Silver Band. **ACTION LB**

(c) To note that 7 remembrance wreaths have been ordered.

**NOTED:** This was noted.

(d) To agree further action to be taken.

**RESOLVED:** It was resolved to contact Forest Hills Hotel to request provision of refreshments after the service on Tuesday 11<sup>th</sup> November. **ACTION LB**

### 11.Christmas Festival 2025

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

**NOTED:** This was noted.

### 12.Liaison with Castle Park Arts Centre

(a) To consider opportunities for closer working with Castle Park Arts Centre around FTC events.

**NOTED:** This was noted.

(b) To consider possible opportunities for joint promotion or coordination to support both FTC events and the Arts Centre.

**NOTED:** This was noted.

(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.

**RESOLVED:** It was resolved to contact Castle Park Arts Centre and invite a trustee to the next Events Committee meeting in November. **ACTION LB**

### 13.Events Committee meeting day

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

**RESOLVED:** It was resolved to contact the Arts Centre to enquire as to meeting room availability on the first Monday of each month going forward. **ACTION LB**

The dates of the Events Committee meetings up to and including May 2026 were confirmed with Castle Park Arts Centre and are as follows:

<u>2025</u>	<u>2026</u>
Monday 3 <sup>rd</sup> November	Tuesday 6 <sup>th</sup> January
Monday 1 <sup>st</sup> December	Monday 2 <sup>nd</sup> February
	Monday 2 <sup>nd</sup> March
	Tuesday 7 <sup>th</sup> April
	Tuesday 5 <sup>th</sup> May

**14. Committee Clerk's report**

To receive any additional report from the Committee Clerk.

**NOTED:** There was no further report.

**15. Date of next meeting**

Monday 3<sup>rd</sup> November 2025

**16. Close of meeting**