



The following councillors are summoned to attend the Extra Ordinary Events Committee Meeting to be held on Monday 2nd March 2026 at 7pm in 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

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

Signed: *L. Bosman* Assistant Clerk Date: 25/02/2026

Meeting 9

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 February 2026

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

5. Expenses

To receive and approve expenses from Cllr Hayes.

6. Working Group Report

To receive a report from the Working Group.

7. Easter Egg Hunt 28th March 2026

- a) To note the names of the businesses who wish to participate in the word search and host a letter.
- b) To receive the easter word or words for the word search.
- c) To receive the quote obtained by the Assistant Clerk for the production of 200 copies of the word search map - £ 111
- d) To consider approval of the quote.
- e) To note that Lisa Cowley of Independent Street has met with the Manager of the Bears Paw and they are planning to have some family activities on the cobbled area at the side of the building. The area will be closed to vehicles to ensure the safety of pedestrians.

8. Medieval May Day Event 2nd May 2026

- a) To receive the following quotes for consideration for the Medieval May Day Event.
 - Medieval Musicians - £ 1,116

- Morris Dancing - £ 275 or £ 225 if less than 2 hours
- Maypole Dancing - £ 393.40 with 1 musician £ 543.40 with 2 musicians - 3 hours
- Medieval Storytelling - £ 350 per day £200 per half day
- Foraging Activities - £ 150 - £ 200 based on an estimated 60 participants
- Falconry Display - £ 395 + vat - 1 hour
- Marquee; trestle tables & bistro chairs - £ 1,646.40
- First Aid support - quote attached to original email conversation, but was not attached when forwarded to FTC office - to be provided at the meeting

- To approve the above quotes
- To clarify the quote for the Hog Roast.
- To consider approval of the quote for the Hog Roast.
- To note that the Assistant Clerk has requested and is awaiting a quotes for the following:
 - 4 x portable toilets and 1 accessible disabled toilet.
 - Design and production of a logo, banners, correx boards and flyers.
- To note that an administration fee of £250 is payable to Cheshire West and Chester Council for the hire of Castle Park.
- To agree the areas of Castle Park required for the event.
- To note that time is running on and the Management Plan, Risk Assessment and site layout need to be submitted to CWAC for their consideration without further delay.

9. Food & Drink Festival 13th June 2026

- To note that Independent Street Events Ltd has agreed to pay for the toilets and car park for the event.
- To note that the Management Plan, Risk Assessment and site layout need to be submitted to CWAC for their consideration at least 12 weeks prior to the date of the event.

10. Picnic in the Park 29th August 2026

- To agree which committee member will be responsible for inviting each organisation to participate in the event.
- To note that a Management Plan, Risk Assessment and site layout are required for this event.
- To agree the number of pitches required for the event.

Organisations to be invited:

- **Tail Mates** – to provide the dog show
- **Girlguiding** – to provide games for small children
- **Scouting** – to provide fun games (e.g. welly throwing)
- **Frodsham Harriers** – to provide fun sports activities
- **Food and drink stalls**, including **Rotary Club**

11. Date of next meeting

Tuesday 7th April 2026

12. Close of meeting