



Minutes from the Events Committee Meeting held on Monday 2nd March 2026 at 7pm in Castle Park Arts Centre

Attended by: Cllr B Wade (Chair), Cllr R Lofts (Vice Chair), Cllr H Hayes, Cllr A Holman, Cllr J Moorcroft, Cllr P Lowrie, Cllr Hook (non-committee member), one member of the public & L Bosman (Assistant Clerk).

Meeting 9

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: 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: No member of the public wished to address any agenda items.

4. Minutes from the meeting held on 2nd February 2026

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

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

5. Expenses

To receive and approve expenses from Cllr Hayes.

NOTED: No expenses had been received to date.

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.

NOTED: The names of the businesses wishing to participate in the word search and host a letter were received, and are as follows:

- A M Beauty
- Fussy Cow
- Sandstone Café
- Bloom
- Home & Beauty

- Tail Mates
- Dandelion
- Bené Gelato
- I Restored Frodsham
- Zucca
- Jenny Penny Flowers
- Devonshire Bakery
- Cottage Tea Shop
- Leisure Lakes Bikes
- Millmark Foods
- Les Harris Jewellers
- Main Street Kitchen
- Whitmore & White
- Dannii's
- Puresole Holistics
- Curious Cat Bookshop

b) To receive the easter word or words for the word search.

RESOLVED: The easter word search words were received.

c) To receive the quote obtained by the Assistant Clerk for the production of 200 copies of the word search map - £ 111.

RESOLVED: The quote was received.

d) To consider approval of the quote.

RESOLVED: It was resolved to approve 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.

NOTED: This was noted.

RESOLVED: The committee were concerned about the visibility of the Town Council's stand if it was to be located on the cobbled area of the Bears Paw. A vote was taken and it was unanimously resolved to locate the stand on Main Street as last year.

Preliminary FTC stall Rota

10am - 12pm	12pm - 2pm	2pm - 4pm
Cllr P Lowrie	Cllr B Wade	Cllr B Wade
L Bosman	TBC	Cllr R Lofts

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 - £ 270 - with the provision of 2 First Aiders. They will sell soft drinks from their stand and the funds from the sale of these will go to training and future community events.

RESOLVED: The quotes were received.

- b) To approve the above quotes

RESOLVED: It was resolved to approve the quotes.

- c) To clarify the quote for the Hog Roast.

NOTED: There was concern about the feasibility of the committee members serving the food and taking payment if the company were not in attendance to run the stall. Cllr Hayes advised that she will contact the company again to discuss the detail further. **ACTION HH**

- d) To consider approval of the quote for the Hog Roast.

NOTED: The quote was not approved.

- e) 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.

NOTED: This was noted.

- f) To note that an administration fee of £250 is payable to Cheshire West and Chester Council for the hire of Castle Park.

NOTED: This was noted

- g) To agree the areas of Castle Park required for the event.

RESOLVED: It was resolved that the two fields in front of Castle Park House would be required for the event.

- h) 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.

NOTED: This was noted.

9. Food & Drink Festival 13th June 2026

- a) To note that Independent Street Events Ltd has agreed to pay for the toilets and car park for the event.

NOTED: This was noted.

- b) 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.

NOTED: This was noted.

10. Picnic in the Park 29th August 2026

- a) To agree which committee member will be responsible for inviting each organisation to participate in the event.

RESOLVED: It was resolved that Cllr Wade and Cllr Hayes will take responsibility for inviting the relevant organisations to participate in the event. **ACTION BW & HH**

- b) To note that a Management Plan, Risk Assessment and site layout are required for this event.

NOTED: This was noted.

- c) To agree the number of pitches required for the event.

RESOLVED: It was resolved that the 3 fields in Castle Park would be 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