

Events Committee
Terms of Reference 2025–2026

Membership: Cllrs H Hayes, A Holman, R Lofts (Vice Chair), P Lowrie, J Moorcroft, B Wade (Chair)
Committee Clerk: L Bosman

1. Objectives

- 1.1 To promote the social & cultural life of Frodsham by organising and supporting community events.
- 1.2 To consider and agree where appropriate, requests from community groups and others for use of the council's assets.

2. Composition

- 2.1 Membership: 8 councillors appointed at the Annual Town Council Meeting.
- 2.2 Chairmanship: A Chair will be elected by the Committee at its first meeting each year following the Annual Town Council Meeting.

3. Meetings

- 3.1 The schedule of meetings will be agreed at the Annual Town Council Meeting.
- 3.2 Extraordinary meetings may be called as necessary.

4. Voting

Only committee members (councillors) have voting rights.

5. Quorum

A minimum of 3 councillors.

6. Conduct

- 6.1 Governed by the Council's Standing Orders.
- 6.2 Councillors Code of Conduct applies to all members.

7. Rights & Powers

- 7.1 The Committee may spend money within its allocated budget
- 7.2 The Committee may spend money within the spending limits for individual transactions
- 7.3 The Committee may make recommendations to the Council for consideration and approval.
- 7.4 The Committee may appoint working groups (task and finish), operating under Committee-agreed Terms of Reference.

8. Financial Management

8.1 Monitor and manage the approved budget (see Appendix A).

8.2 Submit written estimates of proposed expenditures for the next financial year to FTC by the November council meeting.

8.3 The committee's remit extends to: developing and managing events; working in partnership with others to develop and manage events; provide sponsorship for events developed and managed by other organisations; encouraging, supporting and promoting community events.

9. Specific Responsibilities

- Frodsham Festival of Walks (budget only)
- Frodsham Christmas Festival (budget only)
- Frodsham Picnic in the Park (budgeted as Frodsham Festival)
- VE Day 2025
- Volunteers Event
- Town Meetings
- Remembrance Day
- Halloween

APPENDIX A – BUDGET 2025-2026

		2025-2026	EMR
4321	D-Day 2024		
4700	Town Meetings	£200.00	
4710	Festival of Walks	£2,000.00	
4720	Remembrance Day	£100.00	
4722	Halloween	£2,000.00	
4723	Christmas Lights (switch on)	£2,000.00	
4731	Care in the Community	£400.00	
4734	VE-Day 2025	£3,000.00	
4737	Easter Trail	£2,500.00	
4738	Food & Drink Festival (June)	£3,000.00	
4739	Frodsham Festival (August)	£20,000.00	
4741	Event for volunteers (Sept)	£5,000.00	
	TOTAL EVENTS EXPENDITURE	£40,200.00	£0.00