



# Frodsham

## TOWN COUNCIL

Events Committee

2<sup>nd</sup> September 2025

Meeting Pack

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# Frodsham

## TOWN COUNCIL

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

Meeting Clerk: L Bosman

The above named councillors are summoned to attend the **Events Committee Meeting** to be held on Tuesday 2<sup>nd</sup> August 2025 at 7pm in Gallery 2, Castle Park Arts Centre, WA6 6SE

SIGNED: *Jo O'Donoghue (FSLCC)* TOWN CLERK

DATE: 28/08/2025

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### **Meeting 4**

#### **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 5<sup>th</sup> August 2025**

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

#### **5. Picnic in the Park**

- (a) To resolve that the Committee approve the following expenses: participant sweets for Girl Guiding games (£186.30), prizes for Girl Guiding games (£52.65), hand sanitiser (£21.00), dog water and treat bowl (£21.98), storage boxes (£12.00), and prizes for the Tail Mates Fun Dog Show (approx. £200.00, tbc).
- (b) To receive a verbal update on the Picnic in the Park event and to agree a date for an informal review meeting to discuss what went well, what could be improved, and ideas for the 2026 event.

#### **6. Volunteer Recruitment Event**

- (a) To note the report.
- (b) To approve the organisation of the Volunteer Recruitment Event on 20th September 2025.
- (c) To approve associated expenditure for venue hire, refreshments, marketing, and promotional materials (budget to be confirmed).
- (d) To agree whether the event should be opened up to other volunteer organisations.
- (e) To agree allocations of councillor/officer responsibilities.

## 7. Halloween Event

- (a) To confirm the date of the event.
- (b) To note what actions have been taken to date.
- (c) To agree actions to be taken and allocate responsibilities.

## 8. Town lighting

To identify community events where the lights on Main Street and Church Street could be illuminated, extending their use beyond the Christmas season.

## 9. Budget

- (a) To note the 2025-26 budget:

		2025-2026
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	Picnic in the Park (August)	£20,000.00
4741	Event for volunteers (Sept)	£5,000.00
<b>TOTAL EVENTS EXPENDITURE</b>		<b>£40,200.00</b>

- (b) To consider the budget for 2026-27.

## 10. Committee Clerk's report

To receive any additional report from the Committee Clerk.

## 11. Date of next meeting

7<sup>th</sup> October 2025

## 12. Close of meeting

Minutes from the **Events Committee Meeting** held on Tuesday 5<sup>th</sup> August 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 P Lowrie & L Bosman (Assistant Clerk)

Also Attended by: Two members of the public

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### **Meeting 3**

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

To receive apologies and reasons for absence from members.

**RESOLVED:** Apologies were received and accepted from Cllr Hayes and Cllr Moorcroft.

#### **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:** A member of the public spoke on agenda item 11.

#### **4. Terms of Reference**

To note the terms of reference for the Committee.

**NOTED:** The Terms of Reference were noted.

#### **5. Minutes from the meeting held on 1<sup>st</sup> July 2025**

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

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

#### **6. Update of the 'Picnic in the Park' event and Area Plan**

- (a) To receive an update of preparations for the 'Picnic in the Park' event taking place on Saturday 23<sup>rd</sup> August 2025.

**RESOLVED:** The Chair provided an update of the activities and items that were completed.

- (b) To agree action to be taken.

**RESOLVED:** It was resolved that the toilets would be located at the side of Castle Park House through the archway. It was also resolved to re-visit The Curious Cat Bookshop in relation to their potential involvement in the event.

**ACTION HH**

## 7. Dog Show

To note that all of the documentation for the dog show is now in order and that FTC have contacted a local veterinary practice, who have agreed to be the emergency vet should they be required by any of the participants during the event.

**NOTED:** This was noted. It was also noted that FTC are still awaiting confirmation from CWAC that they are happy for the Dog Show to go ahead with the Risk Assessment put in place.

## 8. Community Medics

To respond to the questions posed by Community Medics.

(a) Who will be the point of contact for the medical team on the day?

**RESOLVED:** It was resolved that Cllr Wade would be the point of contact on the day and would have possession of the Events mobile phone, and that the number would be provided to the Community Medics by the FTC team prior to the event. **ACTION LB**

(b) If there is a medical incident away from the first aid post, how will the team be alerted?

**RESOLVED:** It was resolved that there will be volunteers in the park wearing Hi-viz vests for people to approach should they require assistance of any kind. If a medical emergency they will ensure that a member of the medical team is alerted to the incident. The DJ or Sound Technician will use the public address system at various times during the day to notify attendees where they can access the medical post, lost children/property etc; It was also suggested that the Community Medics may also wish to provide Councillor Wade with a mobile number which their team can be contacted on during the course of the event. FTC team to provide Community Medics with this information. **ACTION LB**

## 9. Stage Decoration

(a) To approve the purchase of stage decorations

**RESOLVED:** The purchase of the stage decorations was approved.

(b) To agree volunteers to assist in decorating the stage on the day.

**RESOLVED:** It was agreed to put a call out for volunteers for the day, and to allocate jobs to any volunteers on the actual day. **ACTION BW**

## 10. Bookmarks, Apples & Bottled Water

To approve the purchase of Bookmarks, Apples & Bottled Water, and the quantity required.

**RESOLVED:** It was resolved to purchase 500 each of bookmarks, apples and bottled water. **ACTION LB**

## 11. Volunteer Event

(a) To note the progress with the working group for the Volunteer Event.

**NOTED:** It was noted that there had not been any progress with this working group to date.

(b) To agree actions to be taken.

**RESOLVED:** It was resolved to cancel the event for 2025.

## 12.Halloween Event

(a) To note that the Community Centre is booked for the Halloween Event for Saturday 25<sup>th</sup> October 2025.

**NOTED:** The date was noted, however Cllrs queried this date. The Assistant Clerk advised that she would check and clarify the date. **ACTION LB**

(b) To approve the activities for the event.

**NOTED:** The activities were approved. **ACTION LB**

(c) To approve the number of rooms required.

**RESOLVED:** It was resolved to book two rooms for the event. **ACTION LB**

(d) To approve any additional requirements – refreshments, etc;

**RESOLVED:** It was resolved to purchase bottled water and apples. **ACTION LB**

## 13.Committee Clerk’s report

To receive any additional report from the Committee Clerk.

**NOTED:** The Assistant Clerk’s annual leave dates were noted.

## 14.Date of next meeting

2<sup>nd</sup> September 2025

## Proposal: Volunteer Recruitment Event

### Event Details

- **Date & Time:** Saturday 20th September 2025, 1:00pm – 6:00pm
- **Venue:** Frodsham Parish Hall
- **Leads:** Cllrs Helen Hayes, Jason Moorcroft, and Mike Garvey (CWAC)
- **Attendance:** All Councillors requested to attend to represent their wards

### Purpose

The event will introduce *Frodsham Civic Pride* and act as a recruitment opportunity for volunteers. The aim is to strengthen capacity for this programme and other Frodsham Town Council (FTC) events planned for 2025 and 2026.

### Costs & Requirements

- **Venue Hire:** £20.00 per hour × 5 hours = £100.00
- **Refreshments:** Tea, coffee, juice, biscuits, and cake (final selection to be confirmed).
- **Marketing:** Flyers and a promotional banner to raise awareness of the event.
- **Promotional Materials:** Presentation boards, large maps, map pins, string, post-its, pens (to be confirmed).
- **Other Volunteer Organisations:** Consider opening the event to additional volunteer groups (decision to be confirmed).

### Roles & Responsibilities (to be agreed)

- **Event Coordination:** Cllrs Hayes, Moorcroft & Garvey
- **Ward Representation:** All other Cllrs to attend and engage with residents from their wards
- **Venue Booking & Liaison:** [Assign councillor / officer]
- **Refreshments (sourcing & setup):** [Assign councillor / officer]
- **Marketing (flyer design, banner, promotion):** [Assign councillor / officer]
- **Promotional Materials (maps, boards, stationery):** [Assign councillor / officer]
- **Volunteer Organisation Invitations (if approved):** [Assign councillor / officer]
- **Event Setup & Clear-up:** Shared responsibility among all attending Cllrs

### Recommendation

That the Council:

1. Approves the organisation of the Volunteer Recruitment Event on 20th September 2025.
2. Approves associated expenditure on venue hire, refreshments, marketing, and promotional materials (budget to be finalised).
3. Confirms whether to extend invitations to other local volunteer organisations.
4. Allocates specific councillors to the roles and responsibilities listed above.