



Frodsham TOWN COUNCIL

Events Committee Meeting

2nd February 2026

Meeting Pack

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The following councillors are summoned to attend the Extra Ordinary Events Committee Meeting to be held on Monday 2nd February 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: *Jo O'Donoghue (FSLCC)* Town Clerk

Date: 28/01/2026

Meeting 8

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. Finance

To note the budget report provided.

5. Easter Egg Hunt 28th March 2026

To agree the arrangements and allocation of duties for the Easter Egg Hunt to be held on 28th March 2026.

6. Wassail Event

- a) To note the report provided.
- b) To agree action to be taken.

7. May Event

- a) To agree the date of the event
- b) To agree the budget for the event, to be funded from the existing budget approved for 2026–27.
- c) To agree the arrangements and allocation of duties for the event.

8. Food & Drink Festival 13th June 2026

- a) To note the event will be supported by Independent Street Events Ltd
- b) To note that an administration fee of £250 is payable to Cheshire West and Chester Council for the hire of Castle Park.
- c) To note the pitch fees for hiring Castle Park for the event, which Cheshire West and Chester Council considers commercial and therefore not eligible for a waiver of Castle Park hire charges.

- d) To agree the areas of Castle Park required for the event.
- e) To agree responsibility for payment of costs.
- f) To agree the arrangements and allocation of duties for the event to be held on 13th June 2026.

9. Picnic in the Park 29th August 2026

- a) To note that an administration fee of £250 is payable to Cheshire West and Chester Council for the hire of Castle Park.
- b) To note that no other charges are being levied by Cheshire West and Chester Council, reflecting the non-commercial nature of the event.
- c) To agree the arrangements and allocation of duties for the event.

10.Date of next meeting

Monday 2nd March 2026

11.Close of meeting

Briefing Note: Community Wassail Event Proposal**Purpose**

To inform Council of a proposal for a **community wassail event** in Frodsham and to seek an indication of whether Council wishes to support and/or host the event.

Summary

A wassail is a traditional orchard-based celebration involving music, song, and community participation, typically held in mid-winter to mark the start of the growing year. The proposed event would be free, family-friendly, and non-commercial, focused on celebrating local heritage, community orchards, and social connection.

Proposed Event Overview

- **Event:** Community Wassail
 - **Timing:** January / February 2027
 - **Location:** A Frodsham community orchard, potentially Churchfields Orchard
 - **Audience:** Open to all ages
 - **Cost:** Free to attend
-

Indicative Activities

Activities would be flexible and proportionate, and may include:

- Morris dancing to open the event
- Short talks on the history of wassailing and Frodsham's community orchards
- A guided walk through the orchard led by organisers and local musicians
- Singing traditional wassail songs
- Decorating trees with biodegradable items
- Informal live folk music from volunteers
- Optional family-friendly costumes

Subject to permissions and safety planning, the event may also include:

- One or two small raised fire pits, stewarded
 - A small gazebo for refreshments and storage in poor weather
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Refreshments and Funding

Warm spiced cider, soft drinks, and baked goods would be provided free of charge. Funding would be sought through external grants and community donations, including a potential application to the FTC grant scheme. No commercial vendors or profit-making activities are proposed.

Community Benefits

- Encourages community participation and volunteering
- Celebrates local heritage and green spaces
- Provides an inclusive winter event
- Strengthens connection to community orchards

There is potential for the wassail to become **an annual event**, subject to the success of the first year.

Future Opportunities

There is also early interest in a community apple pressing event in October, linked to local repair café promotion and seasonal activities. This would be developed separately if supported.

Key Considerations

- Event permissions and insurance
 - Fire safety and stewarding (if applicable)
 - Weather contingencies
 - Protection of orchard land
-

Decision Requested

Council is invited to:

- Indicate whether it wishes **to support and/or host** the proposed community wassail
- Provide initial feedback on location, timing, and next steps

Events Budget Monitoring Report

Financial Year 2025/26 – Position at Month 10 with Forecast to 31 March 2026

1. Budget Approval

An Events budget of £40,200 was approved for the 2025/26 financial year. The budget provides for the delivery of a programme of community events and commemorative activities during the year.

2. Actual Expenditure to Date

At Month 10, cumulative expenditure totals £13,875, equating to approximately 34% of the approved annual budget.

Material areas of expenditure incurred to date are summarised below:

- Remembrance Day: **£250**
- Halloween Event: **£1,579**
- VE Day 2025: **£1,512**
- Easter Trail: **£1,228**
- Food & Drink Festival (June): **£2,832**
- Picnic in the Park: **£6,474**

Expenditure has been verified against the Nominal Ledger, which provides transaction-level detail including supplier payments, licences, equipment hire, and professional services expenditure to date.

3. Forecast Expenditure to Year End

It is noted that no further expenditure is anticipated for the remainder of the financial year, with the sole exception of the Event for Volunteers, for which a provision of £5,000 remains.

Accordingly:

- Expenditure incurred to date: **£13,875**
- Forecast additional expenditure: **£5,000**
- Forecast total expenditure at year end: **£18,875**

4. Forecast Outturn and Variance

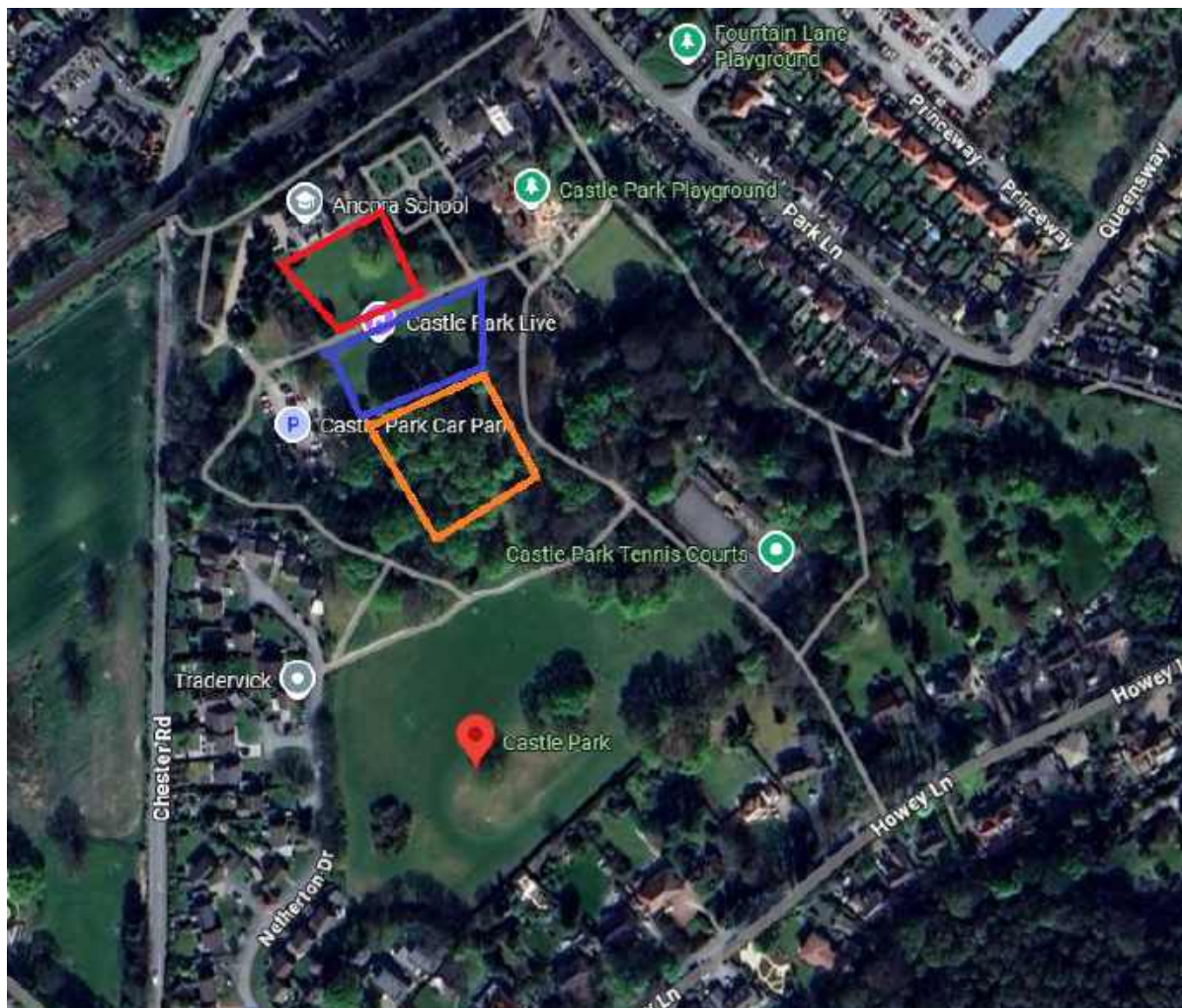
Based on the above forecast, total expenditure for the year is expected to be £18,875, resulting in a forecast underspend of £21,325 against the approved budget of £40,200.

5. Conclusion

The Events budget for 2025/26 is being monitored appropriately, with expenditure supported by detailed ledger records and a clearly identified year-end forecast. No adverse variances have been identified, and a material underspend is anticipated at 31 March 2026.

Castle Park

Site Pitch & Facilities Summary



The site offers three hireable pitches and a designated car park area, suitable for a range of outdoor uses.

Pitch 1 – Red

A flat lawn located adjacent to the main house. The pitch is equipped with pop-up three-phase electricity and 240v power outlets.

- Area: 1,600 square metres
- Cost: £200 per day

Pitch 2 – Blue

A mostly flat area with a gentle rise on the southern side, leading into adjacent woodland.

- Area: 3,200 square metres
- Cost: £200 per day

Pitch 3 – Woodland

Gently sloped woodland featuring open glades and unsurfaced paths, offering a natural setting.

- Area: 3,200 square metres
- Cost: £200 per day

Car Park

A dedicated parking area available for hire.

- Area: 1,300 square metres
- Cost: £500 per day

Additional Information

Electricity usage is charged separately at cost.