



**Minutes from the Events Committee Meeting held on Monday 2nd February 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) & J O'Donoghue (Town Clerk)

Meeting 8

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 attended the meeting.

4. Finance

To note the budget report provided.

NOTED: The report was noted.

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.

RESOLVED:

- a) That the Town Clerk purchase 200 eggs and request that the Bear's Paw confirm whether they can be delivered to and stored on the premises.
- b) That 200 copies of the previously produced map be ordered by L Bosman and Cllr Wade, and that Cllrs Hayes visit local shops to request support for the event.
- c) That a working group determine the name for the word search, and that L Bosman produce, laminate and deliver the letters to the participating businesses.
- d) That Cllr Lofts collect the gazebo and two tables from the lock-up, and that the gazebo be sited in the Bear's Paw area. Cllrs Moorcroft, Holman and Lofts will erect and dismantle the gazebo on the day of the event.
- e) That Cllr Holman arrange the Active Travel stand and bike marking with Independent Street Events Ltd, and that Independent Street Events Ltd liaise directly with the Bear's Paw regarding children's activities.

- f) That L Bosman check whether additional fuzzy bees are required.
- g) It was noted that Cllrs Holman and Lowrie are available all day on 28 March, and that Cllrs Lofts and Hook are available from 2.00 pm to 4.00 pm.
- h) That L Bosman check with Independent Street Events Ltd regarding the booking of Easter characters to attend the event.

6. Wassail Event

- a) To note the report provided.

NOTED

- b) To agree action to be taken.

NOTED The item was deferred to the meeting to be held on 2nd March 2026 to enable the organiser to attend.

7. May Event

- a) To agree the date of the event

RESOLVED: The event will be held on 2nd May 2026.

- b) To agree the budget for the event, to be funded from the existing budget approved for 2026–27.

RESOLVED: It was agreed to split the £20,000 budget for the Picnic in the Park to provide a budget of £7,000 for the event to be held on 2nd May 2026 and £13,000 for the Picnic in the Park to be held on 29th August 2026.

- c) To agree the arrangements and allocation of duties for the event.

RESOLVED: Cllr Hayes to circulate dates for a working group meeting and circulate notes from the meeting prior to the next Events Committee Meeting to be held on 2nd March 2026.

8. Food & Drink Festival 13th June 2026

- a) To note the event will be supported by Independent Street Events Ltd.

NOTED

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

NOTED

- 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.

NOTED

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

RESOLVED: It was agreed to book pitches 1 & 2 together with the car park.

- e) To agree responsibility for payment of costs.

RESOLVED: It was proposed by Cllr Wade, seconded by Cllr Lowrie and agreed by Cllr B Wade, Cllr R Lofts, Cllr H Hayes, Cllr A Holman & Cllr Lowrie to ask Independent Street Events Ltd to pay for the toilets and car park. Cllr J Moorcroft voted against the proposal. A named vote was requested by Cllr J Moorcroft.

- f) To agree the arrangements and allocation of duties for the event to be held on 13th June 2026.

RESOLVED: Cllr Wade to circulate dates for a working group meeting and circulate notes from the meeting prior to a future Events Committee Meeting.

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.

NOTED

- b) To note that no other charges are being levied by Cheshire West and Chester Council, reflecting the non-commercial nature of the event.

NOTED

- c) To agree the arrangements and allocation of duties for the event.

RESOLVED:

- a) That the Town Clerk book Pitch 1 at Castle Park as soon as arrangements with the event providers are confirmed.
- b) That the Town Clerk request a quotation from the stage providers for the 2025 event, including the provision of a sound engineer and sound equipment.
- c) That Cllr Hayes speak with the providers of the dog show for the 2025 event.
- d) That L Bosman make arrangements for the provision of toilets, cleaning services and barriers.
- e) That the Town Clerk make enquiries with an external provider regarding stewarding arrangements.
- f) That a working group convene to finalise arrangements and report back to a future meeting of the Events Committee.

10. Date of next meeting

Monday 2nd March 2026

11. Close of meeting

The meeting closed at 20:08.