

**Minutes from the Events Committee Meeting held on Monday 6th July 2026 at 7pm
in Castle Park Arts Centre**

Attended by: Cllr B Wade (Chair), Cllr R Lofts (Vice Chair), Cllr J Critchley, Cllr H Hayes, Cllr J Hook, Cllr A Holman, Cllr P Lowrie & Cllr G Wood & L Bosman (Assistant Clerk)

Also attended by: Three members of the public.

Meeting 2

1. Apologies for absence

To receive apologies and reasons for absence from members.

NOTED: No apologies were received.

2. Declarations of interest

To receive declarations of interest from members of the committee on items on the agenda.

NOTED: No declarations of interest were received.

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 9.

4. Minutes from the meeting held on 1st June 2026

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

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

5. Finance Report

To note the Finance Report for the Events Committee to the end of May 2026.

NOTED: The Finance Report was noted.

6. PR services

- a) To consider and approve the quotation for the provision of public relations services in support of Frodsham Town Council events.
- b) To consider and approve Invoice No. 367 in respect of public relations services provided for the 2026 Food & Drink Festival, and to note that the invoice relates to the monthly public relations activities undertaken on behalf of the Council.
- c) To consider the Council's future public relations requirements for Frodsham Town Council events and to agree any further action considered appropriate.

RESOLVED: It was agreed to defer items 6a to 6c to the next meeting.

ACTION LB

It was further agreed that Cllr Hayes will produce a report on the attendance at the Food & Drink Festival.

ACTION HH

7. Nature Workshops at Hob Hey Wood

To consider the request from Amy of Enchanted Forage to run a series of community nature workshops at Hob Hey Wood during the summer. Amy has spoken to Mark O'Sullivan and he is happy for the events to go ahead, and advised Amy to contact Frodsham Town Council for formal approval.

RESOLVED: This item was deferred to the Amenities & Planning Committee who have responsibilities for the management of Hob Hey Wood.

8. Picnic in the Park 29th August 2026

- a) To note the planning schedule progress update for the event to date.
- b) To consider approval of the draft flyer for the event.

RESOLVED: The planning schedule progress update was noted.

9. Application for a stall at the Picnic in the Park

To consider the request from Frodsham Christmas Festival Committee for a stall at the event to provide flyers, information, ask for volunteers and generally advertise the 2026 Christmas Festival.

RESOLVED: The Committee considered the request and agreed that the Christmas Festival Committee could have a stall at the event, on the condition that no sales activities were undertaken.

10. Halloween 2026

To consider options for this years' Halloween event.

RESOLVED: It was agreed to defer this item to the next meeting.

ACTION LB

11. Remembrance Day 2026

To discuss arrangements for the 2026 Remembrance Day event.

RESOLVED: It was agreed to approach local churches to ask whether they would be interested in collaborating on the Remembrance Service at the War Memorial on Remembrance Day. **ACTION LB**

12. Care in the Community

To consider arranging Fish & Chips or Afternoon Tea for the residents of the local Care Homes to mark Remembrance Day.

RESOLVED: It was agreed to defer this item until the next meeting to allow the Assistant Clerk sufficient time to consult the local care homes regarding their preferred option. **ACTION LB**

13. Committee Clerks Report

To receive a report from the Committee Clerk.

14. Date of next meeting

Monday 3rd August 2026.

15. Close of meeting