

**Minutes from the Events Committee Meeting held on Monday 3 August 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)

Meeting 3

1. Apologies for absence

To receive apologies and reasons for absence from members.

NOTED: Apologies were received from Cllr Moorcroft after the 4pm deadline, so consequently the Committee were unable to accept these apologies.

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: No members of the public attended the meeting.

4. Minutes from the meeting held on 6 July 2026

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

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

5. PR Services

- a) To note that at the Full Town Council meeting on Monday 27 July, it was agreed that Frodsham Town Council would use the services of a PR company as required for the promotion of future events.

NOTED: This was noted.

- b) To approve Invoice No. 367, now reissued and correctly addressed to the Town Clerk, 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 services delivered on behalf of the Council.

RESOLVED: The invoice was approved.

6. Food & Drink Festival debriefing meeting

To agree a date for a debriefing meeting for the Food & Drink Festival which was held on 13 June 2026.

RESOLVED: It was agreed that the committee would meet for the debriefing meeting on Monday 10 August at 6pm, after which a report would be produced.

7. Picnic in the Park 29 August 2026

- a) To note the planning schedule progress update for the event.

NOTED: This was noted.

- b) To note that the expenditure of £258 for the backdrops for the event were approved by the Committee Chair.

NOTED: This was noted.

- c) To note that the flyers have been received and distributed to local community venues and displayed on the Town Council's website, social media platforms and noticeboards.

NOTED: This was noted.

- d) To seek approval from Cllr Wade, under her Chair's delegated authority, for the expenditure associated with producing an event programme for distribution to visitors on the day of the event.

RESOLVED: The Committee unanimously agreed to this, and Cllr Wade approved the expenditure.

8. Halloween 2026

To consider options for this years' Halloween event. This item was deferred from meeting 2.

RESOLVED: It was resolved that members of the Events Committee would arrange a meeting to look at other options and discuss ideas.

9. Remembrance Day 2026

To note that the Assistant Clerk has contacted local churches to ask if they would be interested in collaborating on the Remembrance Service at the War Memorial on Remembrance Day, Wednesday 11 November.

NOTED: This was noted and it was agreed for the Assistant Clerk to follow up with a further email towards the end of August.

10. Care in the Community

To note that the Assistant Clerk has contacted the care homes and OPAL group to ask for their preferences of Fish & Chips or Afternoon Tea to mark Remembrance Day.

NOTED: This was noted.

11.Civic Pride

- a) To discuss Civic Pride events, including strategies for recruiting additional volunteers.

NOTED: It was noted that the early weekend meeting time may be a potential obstacle to encouraging volunteers attend the events.

- b) To consider ideas and arrangements for the planned September Civic Pride event.

RESOLVED: It was resolved that a reusable flyer be produced for use in future years. It was also resolved that a working group be established to consider the organisation and promotion of future Civic Pride events.

12.Committee Clerks Report

To receive a report from the Committee Clerk.

RESOLVED: The Assistant Clerk read out the contents of a letter of thanks received from Geoff Hope-Terry, Chair of the OPAL Group.

13.Date of next meeting

Monday 7 September 2026.

14.Close of meeting