Frodsham
TOWN COUNCIL
44 Main Street
Frodsham
WA6 7AU
01928 735150

Events Committee Meeting 5

5th October 2026

Meeting Pack

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The following councillors are summoned to attend the Events Committee Meeting to be held on Monday 5 October 2026 at 7pm in Castle Park Arts Centre

Members: Cllr B Wade (Chair), Cllr R Lofts (Vice Chair), Cllr J Critchley, Cllr H Hayes, Cllr A Holman, Cllr J Hook, Cllr J Moorcroft and Cllr P Lowrie, Cllr G Wood

Members of the press and public are welcome to attend. Members of the press and public are welcome to address the meeting, on items on the agenda, during agenda item 4.

The meeting will be audio recorded.

Signed: L.Bosman **Assistant Clerk** **Date:** 29/09/2026

Meeting 5

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. **Terms of Reference**

   To note the terms of reference for the Committee.

5. **Minutes from the meeting held on 7 September 2026**

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

6. **Budgets**

   (a) To note the Events Committee Budget Report 1st April 2026 to 31st August 2026.

   (b) To consider the Events Committee Budget for 2027 and agree recommendations to full council.

7. Picnic in the Park 2026

(a) To agree a date for a de-brief meeting.

(b) To confirm that the donation towards the cost of electricity for the event has been made to Friends of Castle Park.

(c) To clarify who receives the admin and hire fee for Castle Park and the car park.

8. Forest Hills Hotel

(a) To note that FTC has requested a meeting with Bryan Povey, Events Manager at Forest Hills Hotel, to discuss arrangements for Remembrance Day, but no confirmation of a meeting was provided in his response.

(b) To note that the Events Manager has kindly agreed to continue the tradition of the previous hotel owners of providing refreshments after the Remembrance Day service on Wednesday 11 November.

9. Remembrance Day

(a) To note that a meeting has been arranged with Cllrs Wade and Lofts with Frodsham Churches Together. The Rotary Club of Frodsham & Helsby and Mrs Cross from Helsby High School have also been invited to the meeting which is to be held on Wednesday 7 October at 2pm at Main Street Community Church.

(b) To note that The Rotary Club of Frodsham & Helsby have the list of names of the fallen.

(c) To note that a student has been invited from Helsby High School to play The Last Post and the Reveille at the Remembrance service on 11 November.

(d) To note that the Assistant Clerk has diarised a date for a trial run of the PA system.

10. Care in the Community

(a) To note the quotation received for fish & chips for the Care Home residents and Frodsham OPAL Group.

(b) To note that each of the Care Homes contacted and the OPAL Group have accepted the offer of fish & chips during the week of Remembrance Day.

(c) To note the total number of portions of fish & chips required.

11. Halloween Event - Planning requirements

(a) To note the report provided by Cllr Hayes.

(b) To agree and approve the planning requirements for the proposed Halloween event.

(c) To approve the event to be a collaboration between Frodsham Town Council, Find it in Frodsham and Independent Street for the duration of the autumn half term culminating in the main event on Saturday 31st October.

(d) To approve obtaining quotations for promotional materials and event requirements.

12. Date of next meeting

Monday 2 November 2026

13. Close of meeting

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

Attended by: Cllr J Critchley, Cllr A Holman, Cllr J Hook, Cllr R Lofts (Vice Chair), Cllr P Lowrie Cllr B Wade (Chair) & J O'Donoghue (Town Clerk)

The meeting was audio recorded.

Meeting 4

14. Apologies for absence

To receive apologies and reasons for absence from members.

RESOLVED: Apologies were received and accepted from Cllr Hayes (personal).

NOTED: Cllrs Moorcroft and Wood did not attend the meeting and no apologies were received.

15. 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.

16. 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.

17. Minutes from the meeting held on 3rd August 2026

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

RESOLVED: The minutes were approved as an accurate record.

18. Accounts to 31st July 2026

To note the report provided by the Town Clerk.

NOTED

19. Medieval Day 2026

To note the overspend on the Medieval Day and approve virement from Food & Drink Festival

budget to cover the shortfall.

RESOLVED: The overspend was noted and it was agreed to approve budget virement.

20. Food & Drink Festival 2026

(a) To note the report from the de-brief meeting held on 10th August 2026

NOTED: The report was received 7/09/2026 was noted and is appended to the minutes (Appendix A).

(b) To agree any action to be taken

RESOLVED: It was agreed to contact Lady Hayes Holiday Park to explore whether they could be involved in the event.

It was also agreed that future signage and banners should be more prominent and easier to read, as the white lettering on the pale blue background lacked sufficient contrast. Consideration would also be given to displaying a banner in a more prominent location around the Swing Bridge.

ACTION: LB

21. Picnic in the Park 2026

(c) To agree a date for a de-brief meeting.

NOTED: It was agreed to defer this item in order for Cllr Hayes to provide dates for a meeting.

ACTION: HH

(d) To consider the suggestion, by Castle Park Trust, that FTC make a donation towards the cost of electricity for the event.

RESOLVED: It was agreed to make a donation of £50 to Castle Park Trust and to determine who receives the fees for hire of Castle Park.

ACTION: LB

22. Forest Hills Hotel

(c) To note that an Events Manager, Bryan Povey, has been appointed.

NOTED

(d) To note that the hotel is holding a Halloween event on 31st October with free entry for children

NOTED

(e) To consider arranging a meeting the Events Manager (and agree attendance) to discuss arrangements for Remembrance Day.

RESOLVED: It was agreed to arrange a meeting to be attended by Cllrs Wade, Lowrie, Lofts, Hook and L Bosman to discuss arrangements for Remembrance Day.

ACTION: LB

23. Halloween

(a) To receive a report from the working group (agenda ref: 3/08/2026/8).

NOTED: It was noted that a meeting has not taken place.

(b) To consider whether to hold an event celebrating Halloween in October 2026.

RESOLVED: It was unanimously agreed not to hold a Halloween event in October 2026. It was noted that Cllr Hayes would liaise with local businesses regarding potential future involvement, with an update to be considered at the next Events Committee meeting on 5 October 2026.

24. Remembrance Day

(e) To receive an update report from the Assistant Clerk.

NOTED

(f) To agree action to be taken

RESOLVED: (i) Arrange a meeting as soon with representative of Churches Together as possible and liaise with the school regarding arrangements, with delegated authority to given to Assistant Clerk to progress the necessary actions, (ii) Involve the new Administration Officer in the planning and arrangements, (iii) Prepare the list of names to be read out at the event and arrange who will read out the names, (iv) Confirm the operation of the PA equipment and arrange a trial run in advance of the event.

ACTION: LB

25. Care in the Community

(d) To receive an update report from the Assistant Clerk.

NOTED

(e) To agree action to be taken

RESOLVED: Assistant Clerk to follow up with any care homes who have not responded and make final arrangements for provision of fish and chips as previously agreed.

ACTION: LB

26. Civic Pride

(a) To note that Civic Pride events form part of the budget allocated to full council (budget code 5112 under cost centre 107-Discretionary Expenditure)

NOTED

(b) To note that the re-establishment of a working group to consider Civic Pride activities will be considered at the full council meeting to beheld on 28/09/2026

NOTED: To be discussed at the full council meeting together with ownership of the track from Clifton Crescent to Ship Street known as the cinder track.

ACTION: JO

27. Promotion of the monthly Artisan Market & Thursday weekly market

To note that at the full council meeting held on 27/07/2026 (minute ref: FTC/27/07/2026/20) it was agreed the neither market would be actively promoted by Frodsham Town Council and that a link would be provided on the website with details of the providers. This has been actioned by the Town

Clerk and details are available on the website.

NOTED

28. Date of next meeting

Monday 5th October 2026

29. Close of meeting

The meeting closed at 19:42

APPENDIX A

FOOD & DRINK REPORT FOLLOWING DEBRIEFING MEETING HELD 10/08/2026 (CLLR HAYES)

Background

Following the success of the first Food & Drink Festival (2025), it was agreed at an EventsCommittee held on 26th January 2026 to plan and host a second event on 13th June 2026 in Castle Park.

Local events provide opportunities to bring people together, stimulate economic growth, and celebrate unique traditions. These benefits extend beyond the event itself, leaving a lasting impact on the community.

It was agreed that hosting the food & drink festival in 2025 had generated extra foot fall, benefiting shops, restaurants, and service providers. Both residents and visitors to a local festival were also able to explore nearby cafes or boutiques, boosting sales for local businesses.

Additionally, the food & drink festival event provides a platform for local suppliers and business owners to showcase their products and services to a wider audience.

Aims

To establish an annual event in Castle Park to bring the community together for a family friendly day celebrating the local food and drink industry. The free entry event will feature, workshops, demonstrations, local chef demonstrations plus a Man v Food competition all to be provided / sponsored by local business. The event will provide an excellent opportunity to explore the variety of culinary delights that Frodsham has to offer and enjoy live entertainment and free family fun.

We would like to:

• Celebrate and champion Frodsham's food and drink community

• Promote Frodsham as a great food and drink destination

• Provide fun and engaging activities for people of all ages that educate how to grow, cook

and eat healthy food

• Introduce emerging and established producers to new customers and markets

• Encourage discussion and debate on issues relating to food and nutrition

Events showcase a community's vibrancy, attracting investors interested in cultural and commercial projects. They also serve as a platform to highlight our town's potential, encouraging businesses to choose the area for future events or collaborations.

Planning

A working group was established to plan for the event. It was agreed that the food & drink festival would be a collaboration between Independent Street and FTC. The date and location for the food & drink festival was agreed at an initial working group meeting held on 14th January. The date and location would be Saturday 13th June between 11.00am and 5.00pm at Castle Park.

The working group held several meetings between February and May to plan the logistics of the event, covering the following topics:

- Permissions (CW&C)
- Temporary Event Notice (TENs) and plan layout
- Artwork and promotion
- Sponsorship
- Stall bookings
- Entertainment
- Comperes & sound engineer
- Attractions
- Infrastructure and facilities
- Traffic management
- Parking and marshalling
- Refuse management

Programme

The following programme was developed with the help of our sponsors:

- Artisan market (approx. 90 stalls) – Independent Street
- Hot foods & drinks (approx. 15 stalls) – Independent Street
- Toddler dodgems – Independent Street
- Children's craft area – Independent Street
- Live music – Independent Street
- Traditional Punch & Judy – FTC
- Colouring competition – Main Street Kitchen
- Promotion / PR – Stephanie Staszko
- Influencer goodie bags – Find It In Frodsham

Marquee demonstrations and workshops:

- Demonstration kitchen – Gabriel Kitchen Design
- Seating – Poplar Tree Farm
- Traffic management – Cheshire Constabulary (PCSO)

• Safety barriers – Blue Arrow Traffic Management

• Refuse management – Cheshire West & Chester Council

Metrics

The event proved to be very successful with over 4,000 people attending throughout the day.

The 'seating & dwell' area proved very popular with many couples, families and groups staying to enjoy a picnic or some tasty hot food from the 'street food' stalls and bar areas. Children and parents were entertained by a Punch & Judy Show running throughout the day.

The Main Street Kitchen event was popular with under 10-yrs children completing the colouring competition to win a 3-course mini pizza supper for five people plus two runner up prizes of £25 voucher.

The demonstration marquee, showcasing Frodsham's independent food and drink hero's and retailers, also proved to be a draw for everybody attending the event especially as most of these were providing delicious samples and discount vouchers for their audiences.

Poplar

Tree Farm provided hay bales for seating approx. 50 people. As you can see from the attendances below, it was seated and standing room only for some of the demonstrations:

• Devonshire Bakery – 74

• Enchanted Forage - 93

• Dad's Kitchen & Garden - 82

• HE Coward – 118

• Zucca Bistro – 90

• Restaurant Next Door - 164

Budget

The budget for the event was agreed at an Events Committee as £3,000. Total expenditure for the event amounted £4,059.40. The additional cost was due to unforeseen venue charges for the use of the park. It was agreed to fund the overspend from underspend of previous 2026 events and the Picnic in the Park budget. If agreed to host an event in 2027, the budget will be increased accordingly.

Feedback

We had some fantastic feedback from our residents and traders alike. The following are just a small selection received.

Independent Street Events *- 'Thank you so much to you all for your hard work, I know how much work goes into the organising, we loved the demos you had organised they were fabulous.It is a lovely event that we have all created for sure and will only grow for the community.' - email*

Devonshire Bakery *– 'I think the event was a huge success, and the atmosphere was so alive! So pleased we did it.' – email*

Enchanted Forage *– 'I thoroughly enjoyed being part of the Frodsham Food and Drink Festival and it was an honour to have the opportunity to represent Enchanted Forage onstage. The organisation, communication, and support from your team were outstanding. The fantastic atmosphere truly reflected the warmth and spirit of the Frodsham community!*

My feedback is entirely positive. It was a wonderful event to be involved with, and I would definitely love to take part again in the future.' - email

Dads Kitchen & Garden + compere *– 'I'm glad the event was well received, it certainly felt*

like they were twice as many people as last year. The obese feedback from me was based around the use of the PA system, but as you mentioned it was new and unknown and I'm sure in time you'll get the maximum benefit from it.

Then the other bit from me is obviously based around what the audience can see on the hoband on the chopping board so to speak. And of course the word budget will be ringing in my ears in that regard! But I think over the years, visitor expectations have increased so maybe there is a creative way to get some sponsorship for something like that?' - email

Zucca Bistro *– 'I thought it was very well organized! I would defo recommend taking part.' -*

email

Main Street Kitchen *– 'By most measures and certainly by anecdotal feedback the F&D Festival was a success and very much enjoyed by Frodsham. It also showcased our beautiful local park and its garden.*

The conclusion I would draw from in is that is as a F&D Festival it did what it put out to be.

We are very happy with our 28 entrants to our colouring competition, the winners of which we will draw in the forthcoming week.

The FIIF initiative also had a good coming together furthering the bonds between those businesses committing time to it and most likely financial resource going forward as it is considered of such value.' - email

Restaurant Next Door *– 'What an amazing day! I couldn't quite believe the massive turn out, how engaged the crowd were and the overwhelmingly positive impact it had across the whole of Frodsham. We all just wanted to say a massive, massive thank you to your team and especially to yourself for allowing us to be involved and also for your commitment and passion towards supporting local business.*

When the time comes for the next Frodsham Food & Drink Festival we'd definitely love to be even more involved through a demonstration and maybe other ways too, I know Ric has some ideas in his back pocket and I'm sure Vicki will too.

Once again thank you so much for putting on such a special event for our community and we look forward to seeing you soon.' - email

De-brief

A de-brief meeting was held on 10th August and the consensus was that our second food &

drink festival had been a great success but as always could be even better. The following are

a mixture of lessons learnt and opportunities for a future event in 2027, in no particular order:

• Clearer signs (no photos) along A56 and main routes into Frodsham

• Consideration of new venue at the Community Centre

• Possible ‘Park & Ride’ options from Helsby High School and Saltworks car parks

• Map of Frodsham identifying independent food & drink hospitality, retailers for people to visit – Frodsham Food Trail ‘Route 56’

• Additional volunteers needed (possibly connecting with u3a)

• Defined shifts / tasks for volunteers on the day

• Earlier identification of demonstrators / main marquee

• More drinks bars (hot and cold) with local bars given priority

• Chef demonstration’s online booking – timings available prior to the event

• TV screen and overhead cameras available to better show the demonstration (much

better view for all using dome cameras)

• Better decorations in the marquee – flower, leaf, fruit garlands etc.

• Purchase or hire of electricity cables (external use)

• Recycling opportunities rather than generic bins

• Photographs of all volunteers to give credit to their service – possibly entice more

support from local people too

• Sponsorship from local businesses

Recommendations

There were numerous requests for a two-day event in 2027 but consensus and better judgement overruled the excitement of its success so another 1-day event will be discussed.

The working group would like to take onboard all the lessons learned in the preparations for2027. We might require a larger budget in order to make the event more professional for ourindependent artisans to excel in the space we designate for them to shine!

We will prepare a map of Frodsham to ensure everybody knows where our artisan food & drink specialists and fabulous hostelries and retailers are situated in Frodsham.

And over to you … we will require many more volunteers and I’m hoping that our Civic Pride volunteers will be able to help us with this event.

We want to showcase what Frodsham has to offer for everybody. Let’s make our town a destination!

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Events Committee 5 October 2026

Report by: Jo O'Donoghue (RFO)

Date: 29/09/2026

Events Budget Monitoring Report

Purpose of Report
To provide the Events Committee with a brief update on expenditure against the 2026/27 Events budgets as at 29 September 2026.

The nominal ledger shows the following position:

Event	Revised Budget	Expenditure	Balance
Festival of Walks	£2,000.00	£2,000.00	£0.00
Easter Trail	£1,302.00	£461.00	£841.00
Food & Drink Festival	£3,000.00	£2,915.16	£84.84
Picnic in the Park	£13,000.00	£8,823.25	£4,176.75
Medieval Day	£8,198.00	£8,197.40	£0.60

The Festival of Walks budget has been fully spent. The Food & Drink Festival expenditure totals £2,915.16 against a budget of £3,000, while Picnic in the Park expenditure totals £8,823.25 against a budget of £13,000. nominal ledger nominal ledger

Medieval Day and Easter Trail Virement

Medieval Day expenditure totalled £8,197.40. nominal ledger The original Medieval Day budget was insufficient to meet the final cost of the event. A virement of £1,198 has therefore been made from the Easter Trail budget, which was underspent, to the Medieval Day budget to cover the shortfall.

Following the virement, the Medieval Day budget is £8,198, leaving a balance of £0.60. The Easter Trail budget has correspondingly been reduced to £1,302; expenditure was £461, leaving £841 available. nominal ledger

Christmas Lights

The ledger records expenditure of £16,046.65 for the Church Street Christmas lights. nominal ledger This expenditure has been matched by a £16,046.65 transfer from earmarked reserves (EMR) and therefore does not represent a call on the general Events budget. nominal ledger

Recommendation

The Events Committee is asked to:

1. **note** the Events budget position as at 29 September 2026; and
2. **note** the virement of £1,198 from the Easter Trail budget to the Medieval Day budget to cover the shortfall in expenditure on Medieval Day.

APPENDIX A

EXPENDITURE REPORT

29/09/2026

Month No: 5 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140	Events								
4700	Town Meetings	0	0	200	200		200	0.0%	
4710	Festival of Walks	0	2,000	2,000	0		0	100.0%	
4720	Remembrance Day	0	0	100	100		100	0.0%	
4722	Halloween	0	0	2,000	2,000		2,000	0.0%	
4723	Christmas Lights	0	16,047	2,000	(14,047)		(14,047)	802.3%	16,047
4731	Care in the Community	0	0	400	400		400	0.0%	
4737	Easter Trail	0	461	1,302	841		841	35.4%	
4738	Food & Drink Festival (June)	1,436	2,915	3,000	85		85	97.2%	
4739	Picnic in the Park 2026	4,163	8,823	13,000	4,177		4,177	67.9%	
4741	Event for Volunteers	0	0	5,000	5,000		5,000	0.0%	
9012	Medieval Day 2026	0	8,197	8,198	1		1	100.0%	
	Events :- Indirect Expenditure	5,599	38,443	37,200	(1,243)	0	(1,243)	103.3%	16,047
	Net Expenditure	(5,599)	(38,443)	(37,200)	1,243				
6000	plus Transfer from EMR	0	16,047	0	(16,047)				
	Movement to/(from) Gen Reserve	(5,599)	(22,397)	(37,200)	(14,803)				
	Grand Totals:- Income	0	0	0	0			0.0%	
	Expenditure	5,599	38,443	37,200	(1,243)	0	(1,243)	103.3%	
	Net Income over Expenditure	(5,599)	(38,443)	(37,200)	1,243				
	plus Transfer from EMR	0	16,047	0	(16,047)				
	Movement to/(from) Gen Reserve	(5,599)	(22,397)	(37,200)	(14,803)				

		2025-2026		2026-2027						2027-2028		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Proposed	EMR	Carried Forward
140	**Events**											
4700	Town Meetings	200	0	0	0	200	0	200	0	200	0	0
4710	Festival of Walks	2,000	0	0	0	2,000	0	2,000	2,000	2,000	0	0
4720	Remembrance Day	100	250	0	0	100	0	100	0	120	0	0
4722	Halloween	2,000	1,579	0	0	2,000	0	2,000	0	2,000	0	0
4723	Christmas Lights	2,000	3,710	0	0	2,000	0	2,000	16,047	2,000	0	0
4731	Care in the Community	400	0	0	0	400	0	400	0	1,000	0	0
4734	VE-Day 2025	3,000	1,512	0	0	0	0	0	0	0	0	0
4737	Easter Trail	2,500	1,543	0	0	1,302	0	1,302	461	600	0	0
4738	Food & Drink Festival (June)	3,000	2,832	0	0	3,000	0	3,000	2,915	3,000	0	0
4739	Picnic in the Park 2026	20,000	6,474	0	0	13,000	0	13,000	8,823	10,000	0	0
4741	Event for Volunteers	5,000	0	0	0	5,000	0	5,000	0	5,000	0	0
9012	Medieval Day 2026	0	0	0	0	8,198	0	8,198	8,197	9,000	0	0
	Overhead Expenditure	40,200	17,900	0	0	37,200	0	37,200	38,443	34,920	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	16,047	0	0	0
	Movement to/(from) Gen Reserve	(40,200)	(17,900)			(37,200)		(37,200)	(22,397)	(34,920)		
	Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	40,200	17,900	0	0	37,200	0	37,200	38,443	34,920	0	0
	Net Income over Expenditure	-40,200	-17,900	0	0	-37,200	0	-37,200	-38,443	-34,920	0	0
	plus Transfer from EMR	0	0	0	0	0	0	0	16,047	0	0	0
	Movement to/(from) Gen Reserve	(40,200)	(17,900)			(37,200)		(37,200)	(22,397)	(34,920)		

Frodsham Town Council
Haloween Trick or Treat Trail 2026

Background

Following a number of very successful Halloween Spooky Disco's at the Community Centre in Frodsham, last year's event was not well attended. It was agreed not to host a disco this year but to consider a Spooky Pokémon Trick or Treat Trail around Frodsham. This would continue Frodsham Town Council's focus on driving footfall into Frodsham, particularly with our independent retailers.

Aims

To create a Spooky Pokémon Trick or Treat Trail, encouraging the exploration of multiple independent retailers, shops and café's within Frodsham. Families would be invited to explore a series of creatively dressed shop fronts, engaging with costumed characters and collecting treats along the way. This could boost dwell time and footfall across the high street, creating a memorable, community-driven experience that supports local businesses.

Planning

FTC contacted the Find it in Frodsham group to ask whether they would like to participate in the trail. Also, as the event coincides with the monthly Artisan Market, Independent Street were also asked whether they would like to participate.

Find it in Frodsham requested whether the event could be held throughout the week of half-term i.e. w/c 26th October – 31st October.

Independent Street are very happy to be a part of the trail and have requested a minimum 20 stalls to take part distributing treats. Independent Street will also request that stall be seasonally decorated with a competition for the best decorated stall to be judged by FTC. Winner will receive a free pitch.

The Spooky Pokémon Trail could run throughout the week for tricks and treats with a finale on Saturday 31st October between 10.00am and 4.00pm. The finale would incorporate children and families following a map of those retailers participating with the addition of a letter being placed inside their premises. The letters found would spell out a word (tba). The first 25 children completing the map would collect an FTC goody bag from Mila's Art Workshop at the Artisan Market with the opportunity of a photo with a spooky character.

Those retailers participating would be provided with a large Spooky Pokémon to place in their window to entice trick or treaters inside. Maps could be collected from those retailers through the week ready for Saturday's finale.

We could ask for children to be in fancy dress; retailer's premises could be decorated and hosts dressed up too offering either a trick or treat (they decide).

Trail

The following retailers have agreed to participate:

- Bene Gelato
- Bene Cibo
- Dandelion Gifts
- Dory's Café
- Tail Mates
- The Curious Cat Bookshop
- Fussy Cow Boutique
- A M Beauty
- Prescotts Jewellers
- Devonshire Bakery & Café
- Les Harris Jewellers
- Millmark
- Puresole Holistic
- Artisan Market (min. 20 stalls)

Requirements

The following items would be required to host the event:

- A5 flyer design & print (Hawk Publications) – estimate £95 design, £100 print
- A4 maps design & print (Hawk publications) – estimate £90 design, £125 print
- Correx boards x 15 (Hawk Publications) – estimate £125
- Large Pokémon Characters x 14 (Hawk Publications – correx) / (FTC – laminated A3) – estimate £150
- Live spooky character / entertainer - estimate £200
- Trick or Treat tubs x 14 (Morrisons) – estimate £14
- Tricks – estimate £100
- Treats – estimate £100
- Treat bags x 25 – estimate £25
- Treat bag goodies x 25 – estimate £150 (including light sticks already purchased)

Budget

A Budget of £2,000 was agreed at the annual budget setting meeting held in January 2026.

The current estimate of costs is £1,269

Recommendations

If the Halloween event is agreed, delegated authority be given to Lyndy Bosman to request quotations for the required items and purchase with permission from Bernie Wade, Chair of Events Committee.

Report prepared by Helen Hayes.

Councillor, Frodsham Town Council.