

1 Objectives

- 1.1 To promote the social & cultural life of Frodsham by organising and supporting community events.
- 1.2 To consider and agree where appropriate, requests from community groups and others for use of the council's assets.

2 Composition

- 2.1 Membership: Committee will consist of Councillors appointed at the Annual Town Council Meeting.
- 2.2 Chairmanship: The Committee will elect a chair from its members at its first meeting each year following the Annual Town Council Meeting.
- 2.3 Meetings: The Council will produce a schedule of meetings at the Annual Meeting. The committee may call extra ordinary meetings as necessary.
- 2.4 Voting: Only councillors who are members of the committee will have a vote.
- 2.5 The quorum for a meeting will be a minimum of 3 councillors.
- 2.6 The Councillors Code of Conduct will apply to all members of the Committee.
- 2.7 The conduct of meetings (declaration of interests, debate, voting etc) will be governed by the council's standing orders.

3 Rights & Powers

- 3.1 The Committee may spend monies subject to the following limitations:
 - extent of the committee's budget (Appendix A).
 - amount of expenditure on any single transaction as per spending limits.
- 3.2 The committee may make recommendations to the council for consideration and approval.
- 3.3 The committee may appoint working groups for a specified purpose with the approval of council. Such groups will be task and finish groups and will operate under terms of reference agreed by the committee. Any working groups will be required to make notes at meeting and produce written reports to the Events Committee. Working groups cannot make any decisions.

4 Responsibilities

- 4.1 To produce written estimates of proposed expenditure for the next financial year for submission to FTC for approval no later than the council's meeting in November of the current year.
- 4.2 The committee's remit extends to: developing and managing events; working in partnership with others to develop and manage events; provide sponsorship for events developed and managed by other organisations; encouraging, supporting and promoting community events.
- 4.3 Specific responsibilities include:
- Frodsham Festival of Walks (budget only)
 - Frodsham Christmas Festival (budget only)
 - Town Meetings
 - Remembrance Day & UK Memorial Days
 - Halloween
 - Royal events

APPENDIX A

EVENTS COMMITTEE BUDGET 2026-2027

	2026-2027	
4700	Town Meetings	£200.00
4710	Festival of Walks	£2,000.00
4720	Remembrance Day	£100.00
4722	Halloween	£2,000.00
4723	Christmas Lights (switch on)	£2,000.00
4731	Care in the Community	£400.00
4737	Easter Trail	£2,500.00
4742	May Day	£7,000.00
4738	Food & Drink Festival (June)	£3,000.00
4739	Picnic in the Park (August)	£13,000.00
4741	Event for volunteers (Sept)	£5,000.00
	TOTAL EVENTS EXPENDITURE	£37,200.00

COMMITTEE MEMBERS 2026-2027

At the Annual Town Council Meeting held on 18th May 2026, the following councillors were appointed to the committee: Cllrs J Critchley, Hayes, Hook, Lofts, Moorcroft, Wade and Wood. At the extra ordinary meeting held on 1st June 2026, Cllrs Holman and Lowrie were appointed to the committee.

CLERK TO COMMITTEE 2026 – 2027

Lyndy Bosman (Assistant Clerk)