



Frodsham
TOWN COUNCIL

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Events Committee Meeting

7th September 2026

Meeting Pack

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11(a)		Report from Assistant Clerk re Remembrance Day.
12(a)		Report from Assistant Clerk re Care in the Community

The following councillors are summoned to attend the Events Committee Meeting to be held on Monday 7th September 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: *Jo O'Donoghue (FSLCC)* Town Clerk

Date: 1/09/2026

Meeting 4

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. Minutes from the meeting held on 3rd August 2026

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

5. Accounts to 31st July 2026

To note the report provided by the Town Clerk.

6. Medieval Day 2026

To note the overspend on the Medieval Day and approve virement from Food & Drink Festival budget to cover the shortfall.

7. Food & Drink Festival 2026

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

(b) To agree any action to be taken

8. Picnic in the Park 2026

- (a) To agree a date for a de-brief meeting.
- (b) To consider the suggestion, by Castle Park Trust, that FTC make a donation towards the cost of electricity for the event.

9. Forest Hills Hotel

- (a) To note that an Events Manager has been appointed.
- (b) To note that the hotel is holding a Halloween event on 31st October with free entry for children
- (c) To consider arranging a meeting the Events Manager (and agree attendance) to discuss arrangements for Remembrance Day.

10. Halloween

- (a) To receive a report from the working group (agenda ref: 3/08/2026/8).
- (b) To consider whether to hold an event celebrating Halloween in October 2026.

11. Remembrance Day

- (a) To receive an update report from the Assistant Clerk.
- (b) To agree action to be taken

12. Care in the Community

- (a) To receive an update report from the Assistant Clerk.
- (b) To agree action to be taken

13. 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)
- (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 be held on 28/09/2026

14. 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](#).

15. Date of next meeting

Monday 5th October 2026

16. Close of meeting

**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

Events Budget Monitoring Report – September 2026

The Events budget has been reviewed against expenditure recorded to 1 September 2026. The current position is summarised below.

Event	Annual Budget	Expenditure to Date	Balance	% Spent
Festival of Walks	£2,000.00	£2,000.00	£0.00	100.0%
Easter Trail	£2,500.00	£461.00	£2,039.00	18.4%
Food & Drink Festival	£3,000.00	£1,479.33	£1,520.67	49.3%
Picnic in the Park 2026	£13,000.00	£4,660.31*	£8,339.69*	35.8%*
Medieval Day 2026	£7,000.00	£8,197.40	(£1,197.40)	117.1%
Total	£27,500.00	£16,798.04	£10,701.96	61.1%

*The Picnic in the Park figures are not yet final and further expenditure remains to be processed.

The ledger confirms that the Festival of Walks budget has been fully spent, while the Easter Trail and Food & Drink Festival currently show underspends of £2,039 and £1,520.67 respectively.

Overall Budget Position

Based on the figures currently recorded, £16,798.04 has been spent against combined event budgets of £27,500, representing approximately 61.1% of the available budget.

This gives an apparent overall balance of £10,701.96. However, this should not be regarded as the final Events budget position, as the final expenditure relating to Picnic in the Park has not yet been received or processed.

Picnic in the Park

Picnic in the Park has an annual budget of £13,000, against which £4,660.31 is currently recorded. This represents approximately 35.8% of the budget and gives an apparent balance of £8,339.69.

Members should note that the final figures for the Picnic in the Park events are not yet available, and further invoices and expenditure are expected. It would therefore be premature to treat the current balance as an underspend available for reallocation.

Medieval Day

The Medieval Day budget was £7,000, with final expenditure of £8,197.40, resulting in an overspend of £1,197.40, equivalent to approximately 17.1% above budget.

There is sufficient underspend within other completed Events budget headings to meet this overspend without drawing on reserves. In particular, the Easter Trail currently shows an underspend of £2,039.

Christmas Lights

Members should also note that expenditure of £16,046.65 has been recorded against the Christmas Lights heading, compared with a nominal annual budget of £2,000. However, the

ledger also records a corresponding £16,046.65 transfer from Earmarked Reserves, and this should therefore be considered separately from the event expenditure comparison above.

Recommendation

It is recommended that Council:

1. **notes** the Events budget position and expenditure recorded to 1 September 2026;
2. **notes** that the final expenditure for Picnic in the Park is not yet available and that the current apparent underspend is therefore provisional;
3. **notes** the Medieval Day overspend of £1,197.40; and
4. **approves a virement of £1,197.40 from the Easter Trail budget (4737) to Medieval Day 2026 (9012)** to meet the overspend, leaving a balance of £841.60 within the Easter Trail budget.

Remembrance Day 2026 – Church Collaboration Update

Report by: L Bosman (Assistant Clerk)

Current position:

All local churches have been contacted regarding this year's Remembrance Day service and whether they would like to be involved or provide any input.

The Assistant Clerk has been liaising with Paul Wintle, Church Leader at Main Street Community Church. As Secretary of Frodsham Churches Together, Paul has kindly agreed to act as the liaison between FTC Events Committee and the local church representatives.

Paul, along with other church representatives, is happy to attend a meeting with the Events Committee to discuss the service arrangements and any involvement or contributions the churches may wish to make.

Church involvement:

Father James Kenny of St Luke's and Rev Scott Manning of Kings Church are willing participate in the service, and a representative of St Laurence Church has advised that Rev David Leslie, one of their retired clergy, is also willing to participate.

Meeting:

A meeting with Paul and the other church representatives now needs to be arranged. Paul is unavailable **23–29 September** and **31 October–7 November**, so these dates should be avoided.

Next steps:

- Agree a suitable date for a meeting with Paul and church representatives.
- Discuss the proposed format and arrangements for the service.
- Establish what involvement the churches would like to have.
- Continue liaison with the churches as arrangements progress.

Overall:

Overall, the collaboration is progressing well, with a clear point of contact now established through Paul Wintle and initial interest from local clergy in participating in the service.

Care in the Community – Fish & Chips Provision

Remembrance Day Week 2026

Update for FTC Events Committee

As part of the Events Committee's Care in the Community initiative during Remembrance Day week, arrangements are progressing for the provision of Fish & Chips for residents of the local care homes and members of the OPAL group.

All three local care homes and the OPAL group have now been contacted and invited to take part in the initiative.

Confirmed Bookings

The following groups have accepted the Committee's invitation:

Date	Organisation	Number of Meals
Tuesday 10 November 2026	OPAL Group	15
Wednesday 11 November 2026	Chapelfields Care Home	66
Friday 13 November 2026	Newton Hall Care Home	33
TBC	Hillcrest Care Home	Awaiting response

There are currently 114 meals confirmed across the OPAL group and two care homes.

Hillcrest Care Home

Hillcrest Care Home has been contacted but has not yet responded to the invitation. They will be followed up over the next couple of weeks to establish whether they would like to participate and, if so, confirm the number of meals required.

Catering Arrangements

4 Seasons 4 Food, who kindly provided the Fish & Chips for the Care in the Community initiative previously, have confirmed that they would be happy to cater for the groups again this year.

We are currently awaiting a quotation for the meals. Once this has been received, the cost of providing the 114 confirmed meals, together with any additional meals required should Hillcrest Care Home participate, can be established.

Overall Position

Preparations are progressing well, with three of the four groups having now confirmed their participation. The Committee's initiative has received a positive response so far, and arrangements are in place with the previous caterer to provide the meals.

Next Steps

1. Follow up with Hillcrest Care Home.
2. Obtain the quotation from 4 Seasons 4 Food.
3. Confirm the final number of meals required.
4. Finalise the catering arrangements and costs.