

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:	Mayors Oscars
Event Date:	26th April 2025
Event Time:	7pm
Event Location:	Meadowbank Social Club
Event Description:	(Brief Overview)
	Awards evening

Planning Team

Event Coordinator:	Emma Haspell
	Emma Haspell
	Mark Bailey
	Denise French
	Sarah Rossington

Team Members: (All members involved)

Budget

Total Budget:	1500.00
Estimated Cost:	

First Aid:	
Marquee:	
Stage:	
TENS Licence:	
MC:	100.00
Toilets:	
Security:	
Entertainment:	200.00
Decorations:	560.50
Venue:	
Promotion:	64.00
Food/Drink:	1338.00
Photographer:	110.00
Presentation:	150.00
Road Closures:	
Fireworks:	
Wood & Firelighters:	
Film Licence:	
Equipment:	352.20
Insurance cost:	
Staff Cost:	450.00
Miscellaneous:	675.30
Total	4000.00

Funding Source:

Sponsorship:	1500.00
CWAC Grant:	
Tickets:	
Town Council:	1000.00
Total	2500.00

Permissions & Licences:

Required Permissions:

None

Licences:

Application submission date:

Health & Safety

Risk Assessment needed:

First Aid Provision:

Emergency Plan made:

No

Marketing & Promotion:

Marketing Plan:

Target Audience:

Promotional Channels:

Key Messages:

Timelines:

Whole community

Social Media

Request for nominations

January-April 2025

Design & Branding:

(Info on how to make it look)

Entertainment & Activities:

Main Attractions:

Schedule of Activities:

Equipment Needed:

Vendors & Stalls:

Food & Beverage stalls:

Craft & Merchandise Stalls:

Vendor Agreements:

Staff/Volunteers:

Staff/ Volunteers needed:

Volunteers roles:

Volunteer Coordination:

2-3 staff

Logistics:

Event Layout:

Parking Arrangements:

Signage for event:

Transportation if needed:

Arranged by social club

In place

In place

No

Security:

Security Provider:

Number of Security:

Security Plan:

None

Post Evaluation:

Cleanup Plan:

Debriefing Meeting Date:

Feedback methods:

Social Club to perform

Signatures:

Event Coordinator:

Council Approval:

Event Name:	Oscars					
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£0.00	£0.00		Sponsorship	£1,500.00	£1,750.00
Marquee	£0.00	£0.00		Town Council	£1,000.00	£1,000.00
Stage	£0.00	£0.00		CWAC Members	£0.00	£0.00
TENS Licence	£0.00	£0.00		Tickets	£0.00	£0.00
MC	£100.00	£0.00				
Toilets	£0.00	£0.00				
Security	£0.00	£0.00				
Entertainment	£200.00	£300.00	Yes			
Decorations	£560.50	£600.00	Yes			
Venue	£0.00	£0.00				
Promotion	£64.00	£0.00				
Food/Drink	£1,338.00	£1,326.45	Yes			
Photographer	£110.00	£250.00	Yes			
Presentation	£150.00	£143.60	Yes			
Road Closures	£0.00	£0.00				
Fireworks	£0.00	£0.00				
Wood & Firelighters	£0.00	£0.00				
Film Licence	£0.00	£0.00				
Equipment	£352.20	£388.00	Yes			
Insurance cost	£0.00	£0.00				
Staff Cost	£450.00	£450.00	Yes			
Miscellaneous	£675.30	£265.20	Yes			
Total	£4,000.00	£3,723.25		Total	£2,500.00	£2,750.00
Difference					-£973.25	

Please enter any descriptions that may change in this box

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:		VE Day
Event Date:		8th May 2025
Event Time:		9pm - 10pm
Event Location:		Marina Island
Event Description:	(Brief Overview)	To commemorate/celebrate 80th anniversary of VE Day

Planning Team

Event Coordinator:		Sarah Rossington
Team Members:	(All members involved)	Mark Bailey/Groundsmen

Budget

Total Budget:		1000.00
Estimated Cost:		

First Aid:	100.00
Marquee:	
Stage:	
TENS Licence:	
MC:	
Toilets:	
Security:	
Entertainment:	400.00
Decorations:	
Venue:	
Promotion:	
Food/Drink:	
Photographer:	80.00
Presentation:	
Road Closures:	
Fireworks:	
Wood & Firelighters:	70.00
Film Licence:	
Equipment:	
Insurance cost:	
Staff Cost:	150.00
Miscellaneous:	200.00
Total	1000.00

Funding Source:		
Sponsorship:		0.00
CWAC Grant:		
Tickets:		
Town Council:		
Total		0.00

Permissions & Licences:

Required Permissions:

CWAC

Licences:

N/A

Application submission date:

Health & Safety

Risk Assessment needed:

Yes

First Aid Provision:

Yes

Emergency Plan made:

Marketing & Promotion:

Marketing Plan:

Target Audience:

Whole community

Promotional Channels:

Press Release, Social Media

Key Messages:

Celebration of 80th anniversary of VE Day

Timelines:

January-May 2025

Design & Branding:

(Info on how to make it look)

As per usual WTC approach - logo and colours

Entertainment & Activities:

Main Attractions:

Beacon lighting/brass band

AM - remembrance by war memorials

PM - brass band, followed by singing and beacon lighting

Schedule of Activities:

Equipment Needed:

Beacon (needs to be put in place and lit) and stage for band

Vendors & Stalls:

Food & Beverage stalls:

None

Craft & Merchandise Stalls:

None

Vendor Agreements:

N/A

Staff/Volunteers:

Staff/ Volunteers needed:

2-3 staff members

Volunteers roles:

RBL involved as volunteers

Volunteer Coordination:

RBL to co-ordinate

Logistics:

Event Layout:

Event plan developed for marina

Parking Arrangements:

Marina car park/town centre

Signage for event:

Marina has signage

Transportation if needed:

None

Security:

Security Provider:

Not required

Number of Security:

Security Plan:

Post Evaluation:

Cleanup Plan:

WTC/CWAC to clean up marina

Debriefing Meeting Date:

6th May 2025

Feedback methods:

Various channels

Signatures:

Event Coordinator:

Council Approval:

Event Name:	VE Day					
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£100.00	£100.00	Yes	Sponsorship	£0.00	£0.00
Marquee	£0.00	£0.00		Town Council	£1,000.00	£1,000.00
Stage	£0.00	£0.00		CWAC Members	£0.00	£0.00
TENS Licence	£0.00	£0.00		Tickets	£0.00	£0.00
MC	£0.00	£0.00				
Toilets	£0.00	£0.00				
Security	£0.00	£0.00				
Entertainment	£400.00	£400.00	Yes			
Decorations	£0.00	£0.00				
Venue	£0.00	£0.00				
Promotion	£0.00	£163.82	Yes			
Food/Drink	£0.00	£0.00				
Photographer	£80.00	£80.00	Yes			
Presentation	£0.00	£0.00				
Road Closures	£0.00	£0.00				
Fireworks	£0.00	£0.00				
Wood & Firelighters	£70.00	£24.25	Yes			
Film Licence	£0.00	£0.00				
Equipment	£0.00	£0.00				
Insurance cost	£0.00	£0.00				
Staff Cost	£150.00	£150.00	Yes			
Miscellaneous	£200.00	£595.00	Yes			
Total	£1,000.00	£1,513.07		Total	£1,000.00	£1,000.00

Difference

-£513.07

Decorations = Wood for fire & firelighters

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:
Event Date:
Event Time:
Event Location:
Event Description: (Brief Overview)

Pride
8th June 2025
3pm-7pm
Marina Island
Annual Pride Event

Planning Team

Event Coordinator:
Team Members: (All members involved)

Sarah Rossington
Mark Bailey/All staff

Budget

Total Budget:
Estimated Cost:

5000.00

First Aid:	200.00
Marquee:	450.00
Stage:	1000.00
TENS Licence:	21.00
MC:	150.00
Toilets:	500.00
Security:	400.00
Entertainment:	2000.00
Decorations:	250.00
Venue:	
Promotion:	450.00
Food/Drink:	
Photographer:	300.00
Presentation:	
Road Closures:	
Fireworks:	
Wood & Firelighters:	
Film Licence:	
Equipment:	
Insurance cost:	
Staff Cost:	700.00
Miscellaneous:	79.00
Total	6500.00

Funding Source:

Sponsorship:	750.00
CWAC Grant:	750.00
Tickets:	
Town Council:	
Total	1500.00

Permissions & Licences:	Required Permissions:	CWAC for use of land	
	Licences:	TENS	
	Application submission date:	Six months prior to event	
Health & Safety	Risk Assessment needed:	Yes	
	First Aid Provision:	Yes	
	Emergency Plan made:	Yes	
Marketing & Promotion:	Marketing Plan:	Target Audience:	All communities
		Promotional Channels:	Social media, press, emails, leaflets
		Key Messages:	To attend event
		Timelines:	January 2025 onwards
	Design & Branding:	(Info on how to make it look)	As per WTC guidelines
	Entertainment & Activities:	Main Attractions:	Entertainment and stalls
		Schedule of Activities:	3pm-7pm - various
		Equipment Needed:	Stage/Stalls, lighting, audio
	Vendors & Stalls:	Food & Beverage stalls:	Yes
		Craft & Merchandise Stalls:	Yes
	Vendor Agreements:	To be developed with Parabellum	
Staff/Volunteers:	Staff/ Volunteers needed:	Yes	
	Volunteers roles:	To provide information	
	Volunteer Coordination:	Via event organiser and event plan	
Logistics:	Event Layout:	As per event plan - on marina island	
	Parking Arrangements:	Car park on island	
	Signage for event:	Yes	
	Transportation if needed:	No	
Security:	Security Provider:	Yes	
	Number of Security:	As per Purple Guide	
	Security Plan:	To maintain security and maintain order4	
Post Evaluation:	Cleanup Plan:	Agreed with CWAC - WTC staff and others to undertake	
	Debriefing Meeting Date:	7th June 2025	
	Feedback methods:	Via email and face to face	
Signatures:	Event Coordinator:		
	Council Approval:		

Event Name:	Pride					
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£200.00	£264.00	Yes	Sponsorship	£500.00	£1,875.00
Marquee	£450.00	£590.00	Yes	Town Council	£1,000.00	£1,000.00
Stage	£700.00	£980.00	Yes	CWAC Members	£0.00	£262.50
TENS Licence	£21.00	£21.00	Yes	Tickets	£0.00	£0.00
MC	£150.00	£150.00	Yes			
Toilets	£500.00	£455.00	Yes			
Security	£900.00	£907.11	Yes			
Entertainment	£1,800.00	£1,600.00	Yes			
Decorations	£250.00	£0.00				
Venue	£0.00	£0.00				
Promotion	£450.00	£190.65	Yes			
Food/Drink	£0.00	£0.00				
Photographer	£300.00	£200.00	Yes			
Presentation	£0.00	£0.00				
Road Closures	£0.00	£0.00				
Fireworks	£0.00	£0.00				
Wood & Firelighters	£0.00	£0.00				
Film Licence	£0.00	£0.00				
Equipment	£0.00	£0.00				
Insurance cost	£0.00	£0.00				
Staff Cost	£700.00	£700.00	Yes			
Miscellaneous	£79.00	£281.62	Yes			
Total	£6,500.00	£6,339.38		Total	£1,500.00	£3,137.50

Pride

Difference

-£3,201.88

We upped the size of the Marquee due to more companies wanting to be in there
Promotions was for Banners & Posters

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:		Raft Race
Event Date:		24th May 2025
Event Time:		12pm - 6pm
Event Location:		Marina Island
Event Description:	(Brief Overview)	Holding of races made up of teams and construction of rafts

Planning Team

Event Coordinator:		Sarah Rossington
Team Members:	(All members involved)	Mark Bailey/WTC staff

Budget

Total Budget:		3000.00
Estimated Cost:		

First Aid:	300.00
Marquee:	
Stage:	1000.00
TENS Licence:	21.00
MC:	200.00
Toilets:	500.00
Security:	350.00
Entertainment:	200.00
Decorations:	
Venue:	
Promotion:	100.00
Food/Drink:	
Photographer:	300.00
Presentation:	100.00
Road Closures:	
Fireworks:	
Wood & Firelighters:	
Film Licence:	
Equipment:	
Insurance cost:	500.00
Staff Cost:	500.00
Miscellaneous:	429.00
Total	4500.00

Funding Source:

Sponsorship:	750.00
CWAC Grant:	750.00
Tickets:	
Town Council:	
Total	1500.00

Permissions & Licences:

Required Permissions:

CWAC Permission to use land

Licences:

TENS

Application submission date:

Six months prior to date

Health & Safety

Risk Assessment needed:

Yes

First Aid Provision:

Yes

Emergency Plan made:

Yes

Marketing & Promotion:

Marketing Plan:

Target Audience:

Whole community

Promotional Channels:

Banners, Social Media, Emails

To ask people to form teams and take part

Key Messages:

Timelines:

January 2025 onwards

Design & Branding:

(Info on how to make it look)

As per WTC guidelines

Entertainment & Activities:

Main Attractions:

Racing of rafts/entertainment

Schedule of Activities:

Takes place between 12 and 6pm

Equipment Needed:

Wooded pallets, rope, scissors, life jackets

Vendors & Stalls:

Food & Beverage stalls:

Yes

Craft & Merchandise Stalls:

Yes

Vendor Agreements:

To be arranged via Parabellum

Staff/Volunteers:

Staff/ Volunteers needed:

Yes

Volunteers roles:

Help with the moving and taking apart of rafts. Car parking duties

Volunteer Coordination:

Sarah Rossington

Logistics:

Event Layout:

Event Plan developed of the area

Parking Arrangements:

Car park at Marina Island

Signage for event:

Yes

Transportation if needed:

No

Security:

Security Provider:

Yes

Number of Security:

As per Purple Guide

Security Plan:

To maintain security and assist with safety issues

Post Evaluation:

Cleanup Plan:

Agreed with CWAC and WTC staff

Debriefing Meeting Date:

23rd May 2025

Feedback methods:

Via email and face to face

Signatures:

Event Coordinator:

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Council Approval:

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Event Name:		Raft Race				
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£300.00	£308.00	Yes	Sponsorship	£750.00	£1,375.00
Marquee	£0.00	£0.00		Town Council	£1,000.00	£1,000.00
Stage	£1,000.00	£624.00	Yes	CWAC Members	£750.00	£124.24
TENS Licence	£21.00	£21.00	Yes	Tickets	£0.00	£0.00
MC	£200.00	£0.00				
Toilets	£500.00	£565.00	Yes			
Security	£350.00	£294.24	Yes			
Entertainment	£200.00	£0.00				
Decorations	£0.00	£0.00				
Venue	£0.00	£0.00				
Promotion	£100.00	£256.07	Yes			
Food/Drink	£0.00	£0.00				
Photographer	£300.00	£300.80	Yes			
Presentation	£100.00	£151.68	Yes			
Road Closures	£0.00	£0.00				
Fireworks	£0.00	£0.00				
Wood & Firelighters	£0.00	£0.00				
Film Licence	£0.00	£0.00				
Equipment	£0.00	£0.00				
Insurance cost	£500.00	£368.90	Yes			
Staff Cost	£500.00	£900.00	Yes			
Miscellaneous	£429.00	£19.66	Yes			
Total	£4,500.00	£3,809.35		Total	£2,500.00	£2,499.24
				Difference	-£1,310.11	

Promotion is for posters from NMC

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:	Movie Night
Event Date:	19th July 2025
Event Time:	5pm - 9pm
Event Location:	Town Park
Event Description:	(Brief Overview) To show movie/film in Town Park for those attending

Planning Team

Event Coordinator:	Sarah Rossington
Team Members:	(All members involved) WTC staff

Budget

Total Budget:	7000.00
Estimated Cost:	

First Aid:	200.00
Marquee:	
Stage:	
TENS Licence:	21.00
MC:	
Toilets:	300.00
Security:	250.00
Entertainment:	4000.00
Decorations:	
Venue:	
Promotion:	
Food/Drink:	
Photographer:	200.00
Presentation:	
Road Closures:	
Fireworks:	
Wood & Firelighters:	
Film Licence:	1500.00
Equipment:	29.00
Insurance cost:	
Staff Cost:	250.00
Miscellaneous:	250.00
Total	7000.00

Funding Source:

Sponsorship:	
CWAC Grant:	
Tickets:	
Town Council:	
Total	0.00

Permissions & Licences:

Required Permissions:

Winsford Town Council

Licences:

TENS

Application submission date:

Three months prior to event

Health & Safety

Risk Assessment needed:

Yes

First Aid Provision:

Yes

Emergency Plan made:

Yes

Marketing & Promotion:

Marketing Plan:

Target Audience:

Whole community

Promotional Channels:

Banners, Social Media, Press Release

Key Messages:

To attend the event/info on the film

Timelines:

March 2025 onwards

Design & Branding:

(Info on how to make it look)

As per WTC guidelines

Entertainment & Activities:

Main Attractions:

Showing of film and refreshments

Schedule of Activities:

As per the time taken to show the film

Equipment Needed:

To show the film (provided by supplier)

Vendors & Stalls:

Food & Beverage stalls:

Yes

Craft & Merchandise Stalls:

No

Vendor Agreements:

To be arranged via Parabellum

Staff/Volunteers:

Staff/ Volunteers needed:

Yes

Volunteers roles:

To assist with information and security

Volunteer Coordination:

Sarah Rossington

Logistics:

Event Layout:

Set out in the event plan - Town Park

Parking Arrangements:

Parking available in the vicinity

Signage for event:

Yes

Transportation if needed:

None

Security:

Security Provider:

Yes

Number of Security:

As per Purple Guide

Security Plan:

To be agreed with supplier - event is peaceful and family based

Post Evaluation:

Cleanup Plan:

To be developed by WTC with assistance from staff and volunteers

Debriefing Meeting Date:

18th July 2025

Feedback methods:

Emails and face to face

Signatures:

Event Coordinator:

Council Approval:

Event Name: Movie Night						
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£200.00	£200.00	Yes	Sponsorship	£0.00	£1,375.00
Marquee	£0.00	£0.00		Town Council	£1,000.00	£1,000.00
Stage	£0.00	£0.00		CWAC Members	£0.00	£0.00
TENS Licence	£21.00	£0.00		Tickets	£0.00	£0.00
MC	£0.00	£0.00				
Toilets	£300.00	£545.00	Yes			
Security	£250.00	£304.04	Yes			
Entertainment	£4,000.00	£0.00				
Decorations	£0.00	£0.00				
Venue	£0.00	£0.00				
Promotion	£0.00	£150.00	Yes			
Food/Drink	£0.00	£0.00				
Photographer	£200.00	£160.00	Yes			
Presentation	£0.00	£0.00				
Road Closures	£0.00	£0.00				
Fireworks	£0.00	£0.00				
Wood & Firelighters	£0.00	£0.00				
Film Licence	£1,500.00	£153.00	Yes			
Equipment	£29.00	£0.00				
Insurance cost	£0.00	£0.00				
Staff Cost	£250.00	£400.00	Yes			
Miscellaneous	£250.00	£35.43	\Yes			
Total	£7,000.00	£1,947.47		Total	£1,000.00	£2,375.00

Movie Night

Difference

£427.53

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:		Salt Fair
Event Date:		10th-14th September 2025
Event Time:		Various
Event Location:		Various
Event Description:	(Brief Overview)	Annual Event made up of a variety of elements - WTC element is on 13th Sept at Marina Island

Planning Team

Event Coordinator:		Sarah Rossington
Team Members:	(All members involved)	WTC staff and others

Budget

Total Budget:		4000.00
Estimated Cost:		
First Aid:		250.00
Marquee:		600.00
Stage:		1000.00
TENS Licence:		21.00
MC:		250.00
Toilets:		650.00
Security:		350.00
Entertainment:		1000.00
Decorations:		
Venue:		
Promotion:		350.00
Food/Drink:		
Photographer:		200.00
Presentation:		
Road Closures:		
Fireworks:		
Wood & Firelighters:		
Film Licence:		
Equipment:		
Insurance cost:		
Staff Cost:		329.00
Miscellaneous:		500.00
Total		5500.00

Funding Source:		
Sponsorship:		750.00
CWAC Grant:		750.00
Tickets:		
Town Council:		
Total		1500.00

Permissions & Licences:

Required Permissions:
Licences:
Application submission date:

CWAC - use of land
TENS
Six months before event

Health & Safety

Risk Assessment needed:
First Aid Provision:
Emergency Plan made:

Yes
Yes
Yes

Marketing & Promotion:

Marketing Plan:

Target Audience:

Promotional Channels:

Key Messages:

Timelines:

Whole community
Banners/posters, emails, social media, press
Information and invite to attend event
January 2025 onwards

Design & Branding:

(Info on how to make it look)

As per WTC guidelines

Entertainment & Activities:

Main Attractions:

Schedule of Activities:

Equipment Needed:

Fun fair, stalls and entertainment, play and performances and troupe dancing
Various days - charter reading on 10th/Fun Fair - 11th-14th, WTC event on 13th. Mikron on 12th and troupe dancing on 14th
Usual equipment required for WTC event

Vendors & Stalls:

Food & Beverage stalls:
Craft & Merchandise Stalls:
Vendor Agreements:

Yes
Yes

Via Parabellum

Staff/Volunteers:

Staff/ Volunteers needed:
Volunteers roles:
Volunteer Coordination:

Yes
To help with information and car parks
Sarah Rossington

Logistics:

Event Layout:
Parking Arrangements:
Signage for event:
Transportation if needed:

Set out in event plan - Marina Island
Car park - MI
Yes
None

Security:

Security Provider:
Number of Security:
Security Plan:

Yes
As per Purple Guide
To be developed via Event Plan and with supplier

Post Evaluation:

Cleanup Plan:
Debriefing Meeting Date:
Feedback methods:

WTC to develop with CWAC and volunteers
Week Commencing 8th Sept
Email, telephone, face to face

Signatures:

Event Coordinator:

Council Approval:

Event Name: Salt Fair						
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£250.00	£220.00	Yes	Sponsorship	£500.00	£2,275.00
Marquee	£600.00	£520.00	Yes	Town Council	£1,000.00	£1,000.00
Stage	£1,000.00	£980.00	Yes	CWAC Members	£0.00	£187.50
TENS Licence	£21.00	£21.00	Yes	Tickets	£0.00	£0.00
MC	£250.00	£100.00	Yes			
Toilets	£650.00	£620.00	Yes			
Security	£350.00	£586.08	Yes			
Entertainment	£1,000.00	£840.00	Yes			
Decorations	£0.00	£0.00				
Venue	£0.00	£0.00				
Promotion	£350.00	£350.00	Yes			
Food/Drink	£0.00	£0.00				
Photographer	£200.00	£80.00	Yes			
Presentation	£0.00	£0.00				
Road Closures	£0.00	£0.00				
Fireworks	£0.00	£0.00				
Wood & Firelighters	£0.00	£0.00				
Film Licence	£0.00	£0.00				
Equipment	£0.00	£0.00				
Insurance cost	£0.00	£0.00				
Staff Cost	£329.00	£700.00	Yes			
Miscellaneous	£500.00	£1,183.00	Yes			
Total	£5,500.00	£6,200.08		Total	£1,500.00	£3,462.50

Salt Fair

Difference

-£2,737.58

Please enter any descriptions that may change in this box

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:	Bonfire
Event Date:	1st November 2025
Event Time:	4pm-9pm
Event Location:	Barton Stadium
Event Description:	(Brief Overview) Bonfire/fireworks for Winsford community

Planning Team

Event Coordinator:	Sarah Rossington
Team Members:	(All members involved) WTC staff and others including volunteers

Budget

Total Budget:	6000.00
Estimated Cost:	
First Aid:	200.00
Marquee:	
Stage:	
TENS Licence:	21.00
MC:	200.00
Toilets:	550.00
Security:	1000.00
Entertainment:	1000.00
Decorations:	
Venue:	
Promotion:	300.00
Food/Drink:	
Photographer:	200.00
Presentation:	
Road Closures:	
Fireworks:	6500.00
Wood & Firelighters:	
Film Licence:	
Equipment:	
Insurance cost:	
Staff Cost:	500.00
Miscellaneous:	529.00
Total	11000.00

Funding Source:	
Sponsorship:	750.00
CWAC Grant:	750.00
Tickets:	3500.00
Town Council:	
Total	5000.00

Permissions & Licences:

Required Permissions:

CWAC - to hold event and SAG

Licences:

TENS

Application submission date:

Six months prior to event

Health & Safety

Risk Assessment needed:

Yes - SAFETY ISSUES

First Aid Provision:

Yes - SAFETY ISSUES

Emergency Plan made:

Yes - SAFETY ISSUES

Marketing & Promotion:

Marketing Plan:

Target Audience:

Whole community

Promotional Channels:

Banners/posters, emails, press, social media

Key Messages:

To encourage attendance and provide information

Timelines:

June 2025 onwards

Design & Branding:

(Info on how to make it look)

As per WTC guidelines

Entertainment & Activities:

Main Attractions:

Fireworks, bonfire and stalls/food

Schedule of Activities:

Bonfire lit at around 6pm and fireworks at 7pm

Equipment Needed:

Fireworks and materials for bonfire

Vendors & Stalls:

Food & Beverage stalls:

Yes

Craft & Merchandise Stalls:

Yes

Vendor Agreements:

Via Parabellum and WUFC

Staff/Volunteers:

Staff/ Volunteers needed:

Yes

Volunteers roles:

Litter pickers, information and security

Volunteer Coordination:

Sarah Rossington

Logistics:

Event Layout:

As per event plan - Barton Stadium

Parking Arrangements:

Parking at location

Signage for event:

Yes

Transportation if needed:

None

Security:

Security Provider:

Yes

Number of Security:

As per Purple Guide + some for safety

Security Plan:

To be developed in event plan and in conjunction with provider

Post Evaluation:

Cleanup Plan:

WTC in conjunction with WUFC

Debriefing Meeting Date:

W/C 27th Oct 2025

Feedback methods:

Via emails, phone, face to face and site visits

Signatures:

Event Coordinator:

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Council Approval:

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Event Name:	Bonfire Night					
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£200.00	£258.00	Yes	Sponsorship	£500.00	£1,375.00
Marquee	£0.00	£0.00		Town Council	£1,000.00	£1,000.00
Stage	£0.00	£0.00		CWAC Members	£0.00	£375.00
TENS Licence	£21.00	£21.00	Yes	Tickets	£3,500.00	£5,685.84
MC	£200.00	£0.00				
Toilets	£550.00	£580.00	Yes			
Security	£1,000.00	£1,538.76	Yes			
Entertainment	£1,000.00	£550.00	Yes			
Decorations	£0.00	£0.00				
Venue	£0.00	£0.00				
Promotion	£300.00	£200.00	Yes			
Food/Drink	£0.00	£0.00				
Photographer	£200.00	£180.00	Yes			
Presentation	£0.00	£0.00				
Road Closures	£0.00	£0.00				
Fireworks	£6,500.00	£10,945.00	Yes			
Wood & Firelighters	£0.00	£750.00	Yes			
Film Licence	£0.00	£0.00				
Equipment	£0.00	£0.00				
Insurance cost	£0.00	£0.00				
Staff Cost	£500.00	£500.00	Yes			
Miscellaneous	£529.00	£432.96	Yes			
Total	£11,000.00	£15,955.72		Total	£5,000.00	£8,435.84

Bonfire

Difference

-£7,519.88

Please enter any descriptions that may change in this box

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:
Event Date:
Event Time:
Event Location:
Event Description: (Brief Overview)

Remembrance Day
9th November 2025
10-11.30am
Winsford Town Centre
Annual Remembrance Service

Planning Team

Event Coordinator:
Team Members: (All members involved)

Emma Haspell
WTC Staff, RBL and others

Budget

Total Budget:
Estimated Cost:

5500.00

First Aid:	100.00
Marquee:	
Stage:	
TENS Licence:	
MC:	
Toilets:	
Security:	100.00
Entertainment:	
Decorations:	1500.00
Venue:	
Promotion:	800.00
Food/Drink:	
Photographer:	200.00
Presentation:	
Road Closures:	2300.00
Fireworks:	
Wood & Firelighters:	
Film Licence:	
Equipment:	
Insurance cost:	
Staff Cost:	500.00
Miscellaneous:	
Total	5500.00

Funding Source:

Sponsorship:
CWAC Grant:
Tickets:
Town Council:
Total

0.00

Permissions & Licences:

Required Permissions:
Licences:
Application submission date:

CWAC - permission to use land and road closures
None
Six months prior to event

Health & Safety

Risk Assessment needed:
First Aid Provision:
Emergency Plan made:

Yes
Yes
Yes

Marketing & Promotion:

Marketing Plan:

Target Audience:
Promotional Channels:
Key Messages:
Timelines:

Whole community
Social media and press
Information on event
June 2025 onwards

Design & Branding:

(Info on how to make it look)

As per WTC guidelines

Entertainment & Activities:

Main Attractions:
Schedule of Activities:
Equipment Needed:

None
10.30 parade and 11.00 service
Stage for event

Vendors & Stalls:

Food & Beverage stalls:
Craft & Merchandise Stalls:
Vendor Agreements:

No
No

N/A

Staff/Volunteers:

Staff/ Volunteers needed:
Volunteers roles:
Volunteer Coordination:

Yes
Security and information
Emma Haspell

Logistics:

Event Layout:
Parking Arrangements:
Signage for event:

As per event plan - town centre and parade
Town Centre and Wyvern House
Yes

Transportation if needed:

For Mayor to deliver wreaths in the town

Security:

Security Provider:

Yes

Number of Security:

Not high profile

Security Plan:

As per event plan

Post Evaluation:

Cleanup Plan:

WTC in agreement with shopping centre

Debriefing Meeting Date:

Various - meetings in summer and Sept/Oct

Feedback methods:

Various - emails, calls and face to face, plus site visits

Signatures:

Event Coordinator:

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Council Approval:

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Event Name:	Remembrance Day					
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£100.00	£0.00		Sponsorship	£0.00	£0.00
Marquee	£0.00	£0.00		Town Council	£1,000.00	£1,000.00
Stage	£0.00	£0.00		CWAC Members	£0.00	£0.00
TENS Licence	£0.00	£0.00		Tickets	£0.00	£0.00
MC	£0.00	£0.00				
Toilets	£0.00	£0.00				
Security	£100.00	£0.00				
Entertainment	£0.00	£0.00				
Decorations	£1,500.00	£943.00	Yes			
Venue	£0.00	£0.00				
Promotion	£800.00	£315.72	Yes			
Food/Drink	£0.00	£0.00				
Photographer	£200.00	£100.00	Yes			
Presentation	£0.00	£0.00				
Road Closures	£2,300.00	£3,045.00	Yes			
Fireworks	£0.00	£0.00				
Wood & Firelighters	£0.00	£0.00				
Film Licence	£0.00	£0.00				
Equipment	£0.00	£0.00				
Insurance cost	£0.00	£0.00				
Staff Cost	£500.00	£500.00	Yes			
Miscellaneous	£0.00	£0.00				
Total	£5,500.00	£4,903.72		Total	£1,000.00	£1,000.00

Remembrance

Difference

-£3,903.72

Please enter any descriptions that may change in this box

WINSFORD TOWN COUNCIL

EVENT PLAN



Event Details

Event Name:	Xmas Festival
Event Date:	6th December 2025
Event Time:	4pm-9pm
Event Location:	Town Centre (to be confirmed)
Event Description:	(Brief Overview) To switch on Christmas lights and provide other entertainment

Planning Team

Event Coordinator:	Sarah Rossington
Team Members:	(All members involved) WTC staff and others

Budget

Total Budget:	7000.00
Estimated Cost:	
First Aid:	350.00
Marquee:	650.00
Stage:	1000.00
TENS Licence:	21.00
MC:	250.00
Toilets:	600.00
Security:	1000.00
Entertainment:	600.00
Decorations:	
Venue:	
Promotion:	350.00
Food/Drink:	
Photographer:	250.00
Presentation:	
Road Closures:	1400.00
Fireworks:	
Wood & Firelighters:	
Film Licence:	
Equipment:	
Insurance cost:	
Staff Cost:	1000.00
Miscellaneous:	529.00
Total	8000.00

Funding Source:

Sponsorship:	250.00
CWAC Grant:	750.00
Tickets:	
Town Council:	
Total	1000.00

Permissions & Licences:

Required Permissions:

CWAC - use of land and road closures

Licences:

TENS

Application submission date:

Six months prior to the event

Health & Safety

Risk Assessment needed:

Yes

First Aid Provision:

Yes

Emergency Plan made:

Yes

Marketing & Promotion:

Marketing Plan:

Target Audience:

Whole community

Promotional Channels:

Banners/posters. social media, emails, press

Key Messages:

Information on event and attendance

Timelines:

June/July 2025 onwards

Design & Branding:

(Info on how to make it look)

As per WTC guidelines

Entertainment & Activities:

Main Attractions:

Lights switch on, fun fair, stalls, Santa

Schedule of Activities:

4pm - lantern parade, 6pm - switch on

Equipment Needed:

None - lanterns

Vendors & Stalls:

Food & Beverage stalls:

Yes

Craft & Merchandise Stalls:

Yes

Vendor Agreements:

Via Parabellum

Staff/Volunteers:

Staff/ Volunteers needed:

Yes

Volunteers roles:

To erect gazebos and clean up

Volunteer Coordination:

Sarah Rossington

Logistics:

Event Layout:

As per event plan - town centre

Parking Arrangements:

Yes - town centre

Signage for event:

Yes - town centre

Transportation if needed:

None

Security:

Security Provider:

Yes

Number of Security:

As Purple Guide

Security Plan:

To be agreed via event plan and with supplier

Post Evaluation:

Cleanup Plan:

WTC in conjunction with shopping centre

Debriefing Meeting Date:

W/c 1st Dec 2025

Feedback methods:

Various - including site meetings, email, calls and face to face

Signatures:

Event Coordinator:

Council Approval:

Event Name:	Xmas Festival					
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£350.00	£176.80	Yes	Sponsorship	£750.00	£2,575.00
Marquee	£650.00	£250.00	Yes	Town Council	£1,000.00	£1,000.00
Stage	£1,000.00	£980.00	Yes	CWAC Members	£750.00	
TENS Licence	£21.00	£70.00	Yes	Tickets	£0.00	£0.00
MC	£250.00	£0.00				
Toilets	£600.00	£350.00	Yes			
Security	£1,000.00	£1,103.24	Yes			
Entertainment	£600.00	£0.00				
Decorations	£0.00	£0.00				
Venue	£0.00	£0.00				
Promotion	£350.00	£364.50	Yes			
Food/Drink	£0.00	£0.00				
Photographer	£250.00	£180.00	Yes			
Presentation	£0.00	£0.00				
Road Closures	£1,400.00	£0.00				
Fireworks	£0.00	£0.00				
Wood & Firelighters	£0.00	£0.00				
Film Licence	£0.00	£0.00				
Equipment	£0.00	£0.00				
Insurance cost	£0.00	£0.00				
Staff Cost	£1,000.00	£500.00	Yes			
Miscellaneous	£529.00	£138.00	Yes			
Total	£8,000.00	£4,112.54		Total	£2,500.00	£3,575.00

Christmas

Difference

-£537.54

Please enter any descriptions that may change in this box

Event Name:	Totals					
Expenditure	Estimated(£)	Actual(£)	Paid (Yes/No)	Income	Estimated(£)	Actual(£)
First Aid	£1,700.00	£1,526.80		Sponsorship	£4,500.00	£12,600.00
Marquee	£1,700.00	£1,360.00		Town Council	£9,000.00	£9,000.00
Stage	£3,700.00	£3,564.00		CWAC Members	£1,500.00	£949.54
TENS Licence	£126.00	£154.00		Tickets	£3,500.00	£5,685.84
MC	£1,150.00	£250.00				
Toilets	£3,100.00	£3,155.00				
Security	£3,950.00	£4,733.47				
Entertainment	£9,200.00	£3,690.00				
Decorations	£2,310.50	£1,543.00				
Venue	£0.00	£0.00				
Promotion	£2,414.00	£1,990.76				
Food/Drink	£1,338.00	£1,326.45				
Photographer	£1,840.00	£1,530.80				
Presentation	£250.00	£295.28				
Road Closures	£3,700.00	£3,045.00				
Fireworks	£6,500.00	£10,945.00				
Wood & Firelighters	£70.00	£774.25				
Film Licence	£1,500.00	£153.00				
Equipment	£381.20	£388.00				
Insurance cost	£500.00	£368.90				
Staff Cost	£4,379.00	£4,800.00				
Miscellaneous	£3,191.30	£2,950.87				
Total	£53,000.00	£48,544.58		Total	£18,500.00	£28,235.38

Difference	-34500.00	-20309.20
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← Actual Income - Actual Expenditure

Budget	£95,000.00	£65,690.80
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← Budget + Difference -WTC expenditure

Please enter any descriptions that may change in this box

Company	Oskars	VE Day	Pride	Raft Race	Movie Night	Salt Fair	Bonfire	Remembrance	Xmas	Total
Cartridge People			£250.00	£250.00	£250.00	£250.00	£250.00		£250.00	£1,500.00
Police and Crime Commissioner	£250.00									£250.00
Compass Minerals	£250.00		£250.00	£250.00	£250.00	£250.00	£250.00		£550.00	£2,050.00
CW Estate Agents										£0.00
Deepstore	£250.00									£250.00
Envo										£0.00
Europlas									£300.00	£300.00
Innovas	£250.00									£250.00
Martin Dawes										£0.00
Storengy										£0.00
Synetiq										£0.00
Technoprint										£0.00
Tiger Trailers	£250.00		£500.00							£750.00
Weavervale Housing Trust			£250.00	£250.00	£250.00	£250.00	£250.00		£550.00	£1,800.00
Winsford & Middlewich Rotary Club										£0.00
Dixon Rigby & Keogh						£500.00				£500.00
KJW Landscapes						£400.00				£400.00
S Cooper & Sons			£250.00	£250.00	£250.00	£250.00	£250.00		£550.00	£1,800.00
Costa Coffee			£250.00	£250.00	£250.00	£250.00	£250.00		£250.00	£1,500.00
Resmar	£250.00									£250.00
Winsford United FC	£250.00									£250.00
McDonalds			£125.00	£125.00	£125.00	£125.00	£125.00		£125.00	£750.00
Company Sponsorship Total	£1,750.00	£0.00	£1,875.00	£1,375.00	£1,375.00	£2,275.00	£1,375.00	£0.00	£2,575.00	£12,600.00
CWAC Councillors										
Cllr Gina Lewis										£0.00
Cllr Mandy Clare										£0.00
Cllr Martin Beveridge				£124.54		£93.75	£150.00		£187.50	£555.79
Cllr Nathan Pardoe			£75.00				£75.00			£150.00
Cllr Simon Boone										£0.00
Cllr Stuart Bingham			£187.50				£150.00		£187.50	£525.00
Cllr Tommy Blackmore						£93.75	£150.00		£187.50	£431.25

CWAC Totals	£0.00	£0.00	£262.50	£124.54	£0.00	£187.50	£375.00	£0.00	£562.50	£949.54
Winsford Town Council	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£9,000.00
Sponsorship Totals	£2,750.00	£1,000.00	£3,137.50	£2,499.54	£2,375.00	£3,462.50	£2,750.00	£1,000.00	£4,137.50	£22,549.54
Tickets							5685.84			£5,685.84