



PETERLEE TOWN COUNCIL

Date of Issue: 4th September 2018

A meeting of the **EVENTS WORKING PARTY** will be held on **WEDNESDAY 12TH SEPTEMBER 2018** IN **THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE** at **10.00AM**

Mr I Morris PSLCC, M.C.I.H, P.S.L.C.C.

Town Clerk

A G E N D A

1. Apologies for Absence

2. Notes from the last meeting held on 24TH July 2018
To consider and agree the contents as a true and correct record.
(attached)

3. Peterlee Show 1 & 2 September 2018
Update on individual events and feedback from the public

4. Events
 - (a) Oktoberfest, 20th October 2018
 - (b) Remembrance Day Service, Sunday 11 November 2018
 - (c) Christmas Tree Lighting Event, 30th November 2018

- (d) New Year's Day Event
- (e) Burns Night, 25th January 2019
- (f) 80's Extravaganza, Friday 15th February 2019, (Mayor's event)
- (g) Mardi Gras, Saturday 9th March 2019
- (h) Easter Egg Hunt, Easter Sunday 2019, The Pavilion
- (i) Food Festival, Saturday 17th August 2019, Shotton Hall – date not available new date to be discussed
- (j) Sunday lunches – update
- (k) Shotton Hall Banqueting Suites – various functions
- (l) Sausage & Cider – the organizer was a “no show” at the Special Meeting

To receive update reports and to note and consider future events.

5. Date and Time of Next Meeting

It is suggested the next meeting be held on **Wednesday 26th September 2018** at **10.00am**.

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE ON TUESDAY 24TH JULY 2018 AT 10.00AM

PRESENT: COUN S MEIKLE (CHAIR)

Mesdames:- K Duffy, K Hawley, M A Cartwright & A C Long

Messrs:- R Moore, S Miles & A Watson

25. Apologies for Absence

Apologies had been submitted and accepted from Councillors S Franklin, K Liddell, S Simpson, G Carne, J Robinson, & T Duffy.

26. Notes from the last meeting held on 11th July 2018 were considered and agreed as a true record, subject to Councillor T Duffy being recorded as submitting apologies.

Matters Arising

Armed Forces Day 29 June 2019

It was reported that Deborah Taylor Smith, (singer) had performed on the day and it was suggested a singer be booked once again, however this maybe be outside. Several additions to the event were suggested such as having a marquee, assault courses, a climbing wall. It was agreed the event be registered as soon as possible. It was noted that the portal for applications for funding were due to open in December 2018.

27. Sausage & Cider Event

A special meeting has been arranged to discuss this event on 22 August 2018. Meeting to be held in Council Chambers at 10.00am.

28. Peterlee Show 1 & 2 September 2018

The Corporate Services Manager provided an update, the judge for the Dog Show had now been booked. The location of the Horticulture Show was discussed and a vote was taken and it was agreed the show remain the large room. It was asked a special meeting be arranged to discuss this further and it was agreed this be held on 6 August 2018 at 6.30pm.

29. Special Council Meeting

Other items for this Agenda were given as why there was a recess and with only one main meeting in August for urgent items, and staffing for a proposed New Year's Day Event.

30. Events

(a) HELD Service of Thanks, Shotton Hall, Sunday 15th July 2018, (Mayor's Event)

Mayor reported this was a success and Councillor R Moore wanted to express that the catering by Shotton Hall was lovely.

(b) HELD Big Brass Concert, Shotton Hall, Monday 16th August 2018

Councillors K Hawley and A Watson reported that the event was poorly advertised, which led to just approximately 80 members of the public attending, however, the bands were excellent and those who attended had a great time. It was agreed that any payments that had previously agreed to be made to DCC be challenged first.

(c) Proms at Shotton Hall, Friday 7th September 2018, (Mayor's Event)

This event had been cancelled. The Mayor however hoped to host a bar b q and quiz and a sports question and answer session on the 1973 FA Cup, both at the Pavilion.

Councillor A Watson reported the cricketers were hoping to use the Town Council's bar b que, the correct risk assessments and paperwork needed to be in place prior to this use.

(d) Oktoberfest, 20 October 2018

It was agreed that the Deputy Facilities Manager to contact the band and look into booking a compare and bringing in different ales, catering etc. The time of the premises license also needed to be checked. An update would be provided at the next meeting.

(e) Remembrance Day Service, Sunday 11 November 2018

It has been asked this is taken to the Resources Committee Meeting in September 2018, to discuss making a donation to a forces charity.

(f) Christmas Tree Lighting Event, Shotton Hall, 30th November 2018

Corporate Services Manager provided an update regarding North East Markets. It was confirmed the Christmas Tree had been ordered, it was asked were school children to be used to "press the button" to light the tree, Santa should be in a grotto, GT Group Band be asked to play, perhaps an adult choir be contacted, 3.30pm start.

(g) New Year's Day

The Deputy Facilities Manager was to provide the staffing costs and availability of casual staff so that a ticket price could be set for this event, and this be considered at the Special Council Meeting on 6 August 2018.

(h) Burns Night, January 2019

It was reported that the Facilities Manager had not been able to book the requested band. Councillor M A Cartwright offered to provide the details for an alternative band.

Councillor K Hawley left the meeting at 2.31pm

(i) 80's Extravaganza, Friday 15th February 2019, (Mayor's event)

Democratic Services Manager provided an update on the event and confirmed the entertainment for this event had now been booked and posters had been advertised on the website and on a Facebook. Tickets were now on sale at £30.00 which included Zen and a three course meal. Councillor Meikle thanked the Democratic Services Team for arranging this and Councillor Andrew Watson for creating the fantastic poster.

(j) Easter Egg Hunt Spring 2019, The Pavilion

Sports and Wellbeing Manager provided an update and confirmed Easter Sunday's date was on 21st April 2019 and they were looking to arrange the Easter Egg Hunt, it was agreed on the Sunday, with maybe a movie on the morning and an afternoon tea be offered, perhaps with an Alice in Wonderland Theme.

(k) Food Festival, Saturday 17th August 2019, Shotton Hall

The Corporate Services Manager reported the contact for the Food Festival was to contact their traders and report back to PTC.

(l) Sunday Lunches

It was reported the closing date for the applications for a new chef was Thursday 26 July 2018.

31. Date and Time of Next Meeting

A special meeting was to be held on **Wednesday 22nd August 2018** at 10.00am, Council Chamber, Shotton Hall, to meet Jon Paul Montgomery from James Dean Events, Festival & Events Management (Sausage & Cider).