



PETERLEE TOWN COUNCIL

Date of Issue: 16th October 2018

A meeting of the **EVENTS WORKING PARTY** will be held on **WEDNESDAY 24TH OCTOBER 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 10TH October 2018
To consider and agree the contents as a true and correct record.
(attached)
3. Peterlee Show 31 August & 1 September 2019
4. Events
 - (a) HELD Oktoberfest, 20th October 2018
 - (b) Children's Halloween Party, 31st October 2018
 - (c) Abba, 9th November 2018
 - (d) Remembrance Day Service & Parade, Sunday 11th November 2018
 - (e) Christmas Tree Lighting Event, 30th November 2018

- (f) Christmas Tree, Dene Parks
- (g) Over 60's Event, 11th January 2019
- (h) Burns Night, 25th January 2019
- (i) 80's Extravaganza, Friday 15th February 2019, (Mayor's event)
- (j) Pizza and Prosecco Night, Friday 12th July 2019

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 21st November 2018** at **10.00am**.

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON WEDNESDAY 10 OCTOBER 2018 AT 10.00AM

PRESENT: COUN K DUFFY(CHAIR)

Mesdames:- S Simpson, L Fenwick & K Hawley

Messrs:- S Miles, R Moore, S Meikle, T Duffy

42. Apologies for Absence

Apologies for absence were offered and accepted from Councillors A C Long, G Carne & K Liddell.

43. Notes from the last meeting held on 26 September 2018 were considered and AGREED as a true and correct record.

44. Peterlee Show 31 August & 1 September 2019

(a) Saturday Main stage

The Corporate Services Manager reported that Gangsters of Ska and Zen were now booked for the Saturday Main Stage, however, Central Park were unavailable. The Corporate Services Manager welcomed suggestions for another band and Members recommended several acts. The Corporate Services Manager was to report on availability of the various acts suggested at the next Events meeting.

Members S Meikle and R Moore joined the meeting at 10.13am.

(b) Main Arena

The Corporate Services Manager reported she was awaiting confirmation of prices for the entertainment and that Sheridan Sheepdog and girl groups; The Dolls and Sparkle were now booked. Unfortunately, Johnny Davies, stunt bike rider, was unable to perform due to the car park surfaces not being suitable.

(c) Layout

Various options of site Layout plans were given to Members for consideration by the Corporate Services Manager with a brief report on the safety aspects of moving the main stage to the cricket field. Consideration was also given to the site for the Fireworks Event as the newly erected fencing affected the evacuation procedure for The Pavilion, which was

being reviewed by the Centre Manager and the Town Clerk. The Corporate Services Manager was to bring the plans with options to the next/future Events Meeting and Members asked for this to be displayed using the projector.

Member K Hawley left the meeting at 10.30am

(d) Sunday Main Stage

Several acts and themes were suggested by Members to the Corporate Services Manager and it was agreed a “Mish Mash” theme be used with a variety of bands being booked. Further details to be considered at the next Events meeting.

(e) Horticulture

The Corporate Services Manager asked Members if they would like to see additional categories, such as; chutneys, jams and cakes. Members agreed with this suggestion and also suggested a new category/class for staff and Members to enter with a “wooden spoon” award.

(f) Armed Forces Day, 29 June 2018

The Corporate Services Manager reported she had enquired about booking a Circus Big Top and the cost was £1,645.00. Members agreed this be booked for Armed Forces Day. Approaches had been made for vintage fire engines and steam engines to come along on the day.

45. Events

(a) Oktoberfest

The Facilities Manager reported that 136 tickets had been sold so far and he had ordered large bread pretzels and a selection of flavored bratwurst sausages which were to be sold at £4.00 each. It was asked that the Facilities Manager keep Members updated regarding the entertainment at this event.

(b) Children’s Halloween Party

The Facilities Manager reported that 78 tickets had been sold so far. Deputy Town Clerk asked Member/Deputy Mayor T Duffy if he would be available to judge the best children’s costumes, as well as provide some large pumpkins to be used for the story telling display and he agreed to both.

(c) ABBA

The Facilities Manager reported that 57 tickets had been sold so far and that the event was to be advertised in East Durham Life newspaper, and he had agreed to provide 2 tickets for a promotion competition to be held by the newspaper.

(d) Remembrance Day Service, Sunday 11 November 2018

The Corporate Services Manager reported she had arranged a meeting with Police and was awaiting replies from the various groups. Arrangements were in hand with St Cuthbert's for them to hold the service. Traffic Management was also in place and Road Closures had been requested.

(e) Christmas Tree Lighting event

The Deputy Town Clerk reported GT Group Brass Band and Shotton Hall Academy Choir had been booked. Only 1 Primary school had replied to nominate a pupil from their school to help switch on the lights and the Facilities Manager confirmed parking at the Shotton Hall Academy was awaiting approval. The Corporate Services Manager reported walk about children's characters had been booked and that the tree was ordered and asked Members what they would like on the top of the tree. Members agreed this would be a star. Tickets were free, and 80 tickets had been requested so far. The Corporate Services Manager reported 17 applications for stalls had been sent out.

(f) Christmas Tree Dene Parks

The electricity supply was not yet secured, and this was still being investigated. The Mayor reported the Town Centre were hoping to put a tree at the top of Yoden Way rather than in the middle of the Centre this year.

(g) Over 60's Event, 11 January 2019

The Deputy Town Clerk reported that singer Deborah Taylor-Smith had been booked, and afternoon teas was to be served alongside a game of bingo. Tickets were free to Peterlee residents, with non-residents tickets being sold at £7.50.

(h) Burn's Night, 25 January 2019

The Facilities Manager confirmed the band was now booked.

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

The Mayor reported the Democratic Services Team had this event in hand and his chosen charity, Dementia Friends had arranged for the event to be advertised in their magazine. The Democratic Services Manager confirmed Zen were booked along with a disco and flyers would be distributed during the Zen Christmas party nights at Shotton Hall to promote the event.

(i) Pizza and Prosecco

The Admin Assistant gave further details following this suggestion for an event at the last meeting. A proposed date was Friday 12th July 2019 with a comedic hypnotist. Members were also advised the ticket would include pizza prosecco at a cost of around £15.00 per person. There were proposals for a 'Pimp my prosecco' table. Members agreed this was an excellent proposal and agreed for this event to be arranged.

46. Date and time of next meeting

It was AGREED the next meeting is to be held on Wednesday 24 October 2018 at 10.00am until 12.00 noon in the Council Chamber at Shotton Hall Banqueting Suites. It was FURTHER AGREED meetings, thereafter, were to be held monthly; should an urgent meeting be required this be convened.