



PETERLEE TOWN COUNCIL

Date of Issue: 13 September 2017

A MEETING OF THE **EVENTS WORKING PARTY** WILL BE HELD ON **TUESDAY 19TH SEPTEMBER 2017** IN **THE PAVILION, HELFORD ROAD, PETERLEE** at **1.00pm**

Mr I Morris M.C.I.H

Town Clerk

A G E N D A

All please note the venue for this meeting is the Pavilion.

1. Apologies for Absence

2. Notes from the last meeting held on 6th September 2017
To consider and agree the contents as a true and correct record
(attached)

3. “Beyond the Trees”, Helford Road Music Event
To welcome Mr David Stephenson to the meeting. Mr Stephenson shall make a presentation to the Event Working Party on putting together such an event.

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON WEDNESDAY 6TH SEPTEMBER 2017 AT 1.00PM

PRESENT: COUN S MEIKLE (CHAIR)

Mesdame:- K Hawley

Messrs:- T Duffy & A Watson

12. Apologies for Absence

Apologies had been submitted and accepted from Councillors K Duffy, S McGlen, L Fenwick and Mr Green.

13. The notes from the last meeting held on 16th August 2017, were considered and agreed as a true and correct record.

(a) Octoberfest, 28th October 2017, Shotton Hall

To date 156 tickets had been sold.

(b) 1st December, Carol Service, Shotton Hall

Events to Go Go had offered to come along and support the event with associated stalls.

(c) Various December 2017 – Christmas Party Nights, Shotton Hall

Tickets were going well for all of the dates and updates would continue to be given.

(d) Remembrance Day Parade

The Deputy Town Clerk advised the SAG form had been submitted for this event. Other ideas for activities relating to Remembrance 2018 (100 years) had also been given.

Agreed Councillor Moore give an update at the next meeting.

(e) Flying the Flag/Armed Forces Day/Week June 2018

It had been suggested that a Themed Day be held on Saturday 30 June 2017. Prices for an re anactment group had been obtained at £350 and a 50's style act had also been contacted. Currently there was not a budget for this event. The avenues for funding needed to be pursued, with the Town Clerk/Deputy Town Clerk to report on funding options to the next meeting.

(F) Cream Tea afternoon 7th September 1.30 – 3.30 p.m. at The Pavilion £2.50 a ticket available from the Pavilion

Progress would be reported after the event.

- (b) MacMillan Coffee morning Friday 29th September 10-12 noon, refreshments, and cakes

Again all were welcome and progress would be reported in due course.

14. Headline Act/Concert – Helford Road

- “Beyond the Trees” Music festival
- Fencing around the perimeter of the cricket ground;
- Main stage area with a headline act;
- A food court, bars etc

A presentation to be made at the next meeting by an event organizer of an event of this type and anticipated size.

15. Senior Citizens New Year Party – 12 January 2017

- It was agreed tickets could be issued by post
- To be re branded as an Over 60’s event
- Those living outside the Town could purchase a ticket, (carers be free of charge)
- Local Ward Members could help issue tickets

16. The Mayor’s Ball – Friday 3rd November 2017

- Re named Autumn Charity Ball
- Tickets be priced at £27.50 each
- The menu to be agreed by the Mayor
- A Guard of Honour be requested
- Ladies gifts – the Mayor would provide
- There be a tombola
- The entertainment be a disco and a band – with suggestions given asap. A casino not be booked
- There be no top table and no pre reception
- A staff prize draw be held for two free tickets to the Ball
- For promotion purposes a like and share on facebook award two free tickets

17. Mayor At Home

- It be held at Shotton Hall and be a cream tea of a scone and tea/coffee
- Tickets be issued on application so that attendance could be estimated for catering

18. Mad Hatters Tea Party

- Held at Easter time with an Alice in Wonderland Theme

- Fairground rides- tea cups
- Staff dressed as playing cards

Councillor Meikle and the Facilities Manager report back with costings and a plan for the event.

19. Sunday Bandstand with Last Night of the Proms

- Sundays at Shotton Hall
- Bring your own picnics, bar provided
- A finale with a last Night at the Proms style event

Councillor Meikle to report back with costings and a plan for the event(s)

20. Fund Raising Events

- Cancer United – holding a pilates/yoga thon to raise money for the Group
- 100 yard marathon – sponsored event suggested by Mr Green

To consider at a future meeting with the ideas developed further.