



PETERLEE TOWN COUNCIL

Date of Issue: 5th December 2017

A MEETING OF THE EVENTS WORKING PARTY WILL BE HELD ON TUESDAY 5th DECEMBER 2017 IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE at 1.00PM

Mr I Morris PSLCC, M.C.I.H

Town Clerk

A G E N D A

1. Apologies for Absence

2. Notes from the last meeting held on 21st November 2017
To consider and agree the contents as a true and correct record.
(attached)

3. Events
 - 1st December – Tree Lighting Event, Shotton Hall
 - Various dates – Christmas Party Functions held at Shotton Hall

- Brunch with Santa, 17th December 2017
- Children's Christmas Party, 9th December 2017, The Pavilion
- Christmas 2017 use of the former TIC for Santa's Wish
- 14th December 2017, Christmas Carol Sing Along, The Pavilion, 1.30 – 3.30pm
- New Year's Eve Gala Night, Shotton Hall
- Over 60's event, 12th January 2018, Shotton Hall
- Pantomimes, 24th & 25th January 2018
- Burns Night – 20th January 2018
- Armed Forces – flag flying and armed forces day event
- Mad Hatters Tea Party

Update reports & de brief from those events held since the last meeting

4. Date and Time of Next Meeting

It is suggested the next meeting be held on **Tuesday 19th December 2017 at **1.00pm**, Shotton Hall.**

**THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER
SHOTTON HALL, PETERLEE ON TUESDAY 21st NOVEMBER 2017 AT 1.00PM**

PRESENT: COUN A WATSON (CHAIR)

Mesdame:- K Hawley, S Simpson, A Long, K Duffy

Messrs:- G Carne, S Miles, R Moore, S Franklin

41. Apologies for Absence

Apologies had been submitted and accepted from Councillors S Meikle and T Duffy.

42. The notes from the last meeting held on 7th November 2017, were considered and agreed as a true and correct record.

(a) Oktoberfest

Members noted that this event had been a huge success and had grossed the largest ever value of bar takings at Shotton Hall for a single event.

(b) Remembrance Parade

Members noted that this event went well, with a few minor tweaks to make for next year. Members thanked the Event Coordinator and the Council's Safety Officer for their efforts. It was agreed that the Town Clerk would write to the Police and Church to record the Council's thanks for their support with this event.

(c) Halloween

It was agreed that the provisional 2018 Halloween events be agreed as: Kids – Wednesday 31st October 2017; Adults – Saturday 27th October 2017. The Facilities Manager to check availability and book out the rooms if available.

43. Events

- 1st December – Tree Lighting event**
- Various dates – Christmas party functions at Shotton Hall**

Members were provided with an update on ticket sales.

- Brunch with Santa, 17 December 2017.**

It was noted that 65 tickets had been sold to date, with many more expected closer to the event.

- Children's Christmas Party, 9 December 2017, The Pavilion**

It was noted that ticket sales for this event were slow, but that facebook and other promotions would be ran over the next couple of weeks.

- **Santa's Wish**
Members were provided with an update on progress with fitting out the TIC and collecting gifts and donations for this appeal.
- **New Year's Eve Gala Night, Shotton Hall: sold out**
- **Over 60's event, 12 January 2018, Shotton Hall**
Members were informed that tickets were proving very popular this year. The Town Clerk to discuss the quality of soup with Oldfields following feedback last year.
- **Pantomimes, 24 & 25 January 2018**
- **Burns Night – date confirmed as 20th January 2018**
Facilities Manager to speak with a local contact re the 'address of the Haggis' element of the evening
- **Armed Forces – flag flying and armed forces day event, to be considered at the Council Meeting on 27 November 2017.**

44. WWI 100 year festival, DLI Tour November 2018 & Union Flags

Members discussed this item that had been requested by Cllr A Long. It was confirmed that the Deputy Clerk had made contact with the DLI event organisers to investigate options to host the tour in Peterlee. It was agreed that the Town Council should look to place bunting in appropriate places a month before the 100 year festival, subject to a future report to a council committee in due course. The Town Clerk to contact the Town Centre manager to consider options for bunting etc in the town centre.

45. Date and time of next meeting

It was agreed that the next meeting be held on **Tuesday 5th December 2017 and 1pm at Shotton Hall**