



PETERLEE TOWN COUNCIL

Date of Issue: 29th August 2017

A MEETING OF THE **EVENTS WORKING PARTY** WILL BE HELD ON **WEDNESDAY 6th SEPTEMBER 2017** IN THE **PAVILION, HELFORD PETERLEE,** at **1.00pm**

(NB PLEASE NOTE CHANGE OF VENUE FOR THIS MEETING)

Mr I Morris M.C.I.H

Town Clerk

A G E N D A

MEMBERS ARE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST, PREJUDICIAL OR PERSONAL, IN ACCORDANCE WITH THE CODE OF CONDUCT.

1. Apologies for Absence

2. Notes from the last meeting held on 16 August 2017

To consider and agree the contents as a true and correct record

(attached)

3. Headline Act/Concert – Helford Road (Beyond the Trees Festival)

Item requested by the Chair

4. Senior Citizens New Year Party – 12 January 2018

To give a verbal update

5. The Mayor’s Ball – 3rd November 2017

Item requested by the Council Chairman

6. Mayor “at Home”

Item requested by the Council Chairman

7. Mad Hatters Tea Party – Shotton Hall (timescale)

Item requested by the Chair

8. Sunday Bandstand with last Night of the Proms

Item requested by the Chair (early planning stages)

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON WEDNESDAY 16TH AUGUST 2017 AT 1.00PM

PRESENT: COUN S MEIKLE (CHAIR)

Mesdame:- K Hawley

Messrs:- T Duffy & A Watson

7. Apologies for Absence

Apologies had been submitted and accepted from Councillor K Duffy and Mr Green, (work commitments).

8. The notes from the last meeting held on 2nd August 2017, were considered and agreed as a true and correct record. The Chair went through each item to allow progress to be reported.

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

To date 112 tickets had been sold, the food provider had now been confirmed and an update was given on the beer provision and staff uniforms for the event were to be ordered.

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

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

(d) Marketing, publicity, social media etc

(e) Mayor's Ball

It was agreed this event be considered further at the next meeting, following the outcome of the Council Meeting on 21 August 2017.

(f) Remembrance Day Parade

A further meeting with the various partners was to be held on 23 August 2017 to make progress with this event.

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

The avenues for funding needed to be pursued. It was suggested perhaps Nobles could be approached to come along to this event. A progress report would be given to the next meeting.

9. Events at The Pavilion

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

If this event went well it was hoped to offer this as a regular afternoon tea.

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

It was suggested perhaps this be held in the Bar to better accommodate more interest.

- (c) Big and Pink Day Friday 27th October 10- 12 noon at The Pavilion (Wear something Pink) Exercise class, refreshments and fun and games in aid of Breast Cancer care

Members mentioned about the possibility of hosting a Football Tournament and the Sports Development Officer gave the restrictions and organisational issues that would make this difficult to achieve.

A Local Member asked about resurrecting the Pavilion Management Board and there was a discussion on the involvement and engagement with users, volunteers and interested parties. It would need to be a meeting with outcomes and perhaps to hold a budget. In considering this a Local Member also asked about a patio area being developed at the building. It was asked that the Facilities Manager get an estimate for this work and advise Members in due course. Publicity materials and pull out banners were also suggested.

10. Headline Act/Concert – Helford Road

The Chair asked for this item to be considered at the next meeting and he gave the offer of a promoter/organizer to come along and talk to the Town Council about organising such an event. The Town Clerk advised that any such provision would need to be offered to the open market, as per Financial Regulations and Standing Orders.

11. Date and time of Next meeting

It was agreed the next meeting be held on **Wednesday 6 September 2017 at 1.00pm and then next meeting be Tuesday 19 September at Helford Road on the afternoon.**