



PETERLEE TOWN COUNCIL

Date of Issue: 19th March 2019

A meeting of the **EVENTS WORKING PARTY** will be held on **WEDNESDAY 27TH MARCH 2019** IN **COUNCIL CHAMBER, SHOTTON HALL, PETERLEE** at **10.00AM**

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

Town Clerk

AGENDA

1. Apologies for Absence

2. Notes from the last meeting held on 20th February 2019
To consider and agree the contents as a true and correct record.
(attached)

3. Peterlee Show 31 August & 1 September 2019

4. Community Cinema

5. Events

- (a) **HELD** Ladies Day, Sunday 3rd March 2019
- (b) Motown Event, Friday 29th March 2019
- (c) Armed Forces Day, 29th June 2019
- (d) Pizza and Prosecco Night, Friday 12th July 2019
- (e) Summer Fun Days in the Park, 2nd August, Edenhill, 9th August, Woodhouse Park & 16th August 2019, Heath Close – **to agree the content**
- (f) Remembrance Sunday Parade, 10th November 2019
- (g) Christmas Tree Lighting, Friday 29th November 2019
- (h) **NEW Oktoberfest – to agree a date**
- (i) Elvis Night, 21 June 2019, Shotton Hall

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

6. Events held in Partnership

To consider if concessionary use for these events shall be granted by the Town Council:-

- (a) County Durham & Darlington NHW Force Association – monthly meetings, Shotton Hall – use of a meeting room
- (b) Holistic Health Day, May 2019 – further information

7. Date and Time of Next Meeting

It is suggested the next meeting be held on **Wednesday 24th April 2019** at **10.00am, followed by the Finance Sub Committee.**

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON WEDNESDAY 20th FEBRUARY 2019 AT 10.00AM

PRESENT: COUN S MEIKLE (CHAIR)
Mesdames:- S Simpson
Messrs:- R Moore, G Carne & S Miles

58. Apologies for Absence

Apologies for absence were offered and accepted from Councillors K Hawley, K & T Duffy & L Fenwick.

59. Notes from the last meeting held on 23rd January 2019 were considered and agreed as a true and correct record.

Matter Arising from the Community & Environment meeting held on Monday 11th February 2019

(a) Summer Fun Days

Members had asked if the new play areas will be installed and ready for the fun days. The Town Clerk reported that he and the Parks Manager had a meeting with the Procurement Team week commencing 25 February 2019 and he would be able to provide an update afterwards. **AGREED The Town Clerk to provide an update at a future meeting.**

Members asked if it was possible to use a different provider to support PTC with the events, and it was advised the provider had already been agreed at a previous meeting. There was discussion about themes to be used and it was agreed local ward members advise the Corporate Services Manager of what their collective wishes were for each of the Fun Days. **AGREED Members advise the Corporate Services Manager of what they would like for their Fun Days.**

(b) The Peterlee Show

The Corporate Services updated Members with the pros and cons of using wristbands and explained the alternative was to utilise the Security Team to count the number of people in and out of the stage area to ensure capacity was safely controlled. It was also confirmed the access to the Pavilion would be from the main front door. **AGREED The Corporate Services Manager is to make a decision on the access and egress arrangements based on the recommendations of the Health and Safety Officer and the Fire Officer.**

The Corporate Services Manager reported she had liaised with the Pavilion Manager and suggested the Horticulture Show was to be held outside in a marquee, with a children's cinema being held indoors over the weekend, free of charge in the Pavilion. There would only be films during the day.

The Corporate Services Manager provided a site plan for Members to view. Members asked questions and suggested helpful changes to the layout. Details were given in relation to the application for a Street Collection for the event at the circus.

(c) Remembrance Day

The Parade Route was discussed and Councillor Moore, Parade Marshall, reported he had spoken to his colleagues in the veterans group, and they were all happy with the current route and to fall out at the Central Club. **AGREED the route remain as it was currently.**

(d) Christmas Tree Lighting Event

AGREED Peterlee Town Council to sell glow in the dark novelties at the event, (if this was to be offered).

(e) Over 60's New Year Event

The Democratic Services Team were to promote this event from October each year with it being promoted the seating was tables of ten persons. **AGREED there be no limit on the number of tickets a care home can request. FURTHER AGREED an Over 60's Summer Party was to be organised in 2020 to allow sufficient planning and marketing time and would be promoted at the next New Year Party.**

60. Peterlee Show 31 August & 1 September 2019

There were no further updates regarding this event other than the discussions earlier in the meeting.

61. Community Cinema

The Chair explained Members were seeking to have increased use of the community cinema and asked the Pavilion Manager did he have a plan to achieve this. The Manager asked if this was to be a community led group or to be taken forward by staff. He also reported a local Group had shown an interest in taking the community cinema forward. Members confirmed this was to be a community led project, with the help of the Pavilion Manager with regards to facilities and staff **AGREED the Town Clerk and Pavilion Manager take this up and make progress and report back to Council with a proposal for the operation of the community cinema.**

62. Events

(a) Ladies Day, Sunday 3rd March 2019

An update was provided by The Facilities Assistant; ticket sales were low and it was agreed this be considered further as to if it was to go ahead or not.

(b) Motown Event, Friday 29th March 2019

An update was provided by the Facilities Assistant. It was suggested at this point that the 2019 events for Shotton Hall could be promoted by dropping a flyer in shopping bags during the planned bag pack(s) at ASDA. **AGREED the Corporate Services Manager discuss this further with the Marketing and Communications Officer.**

(c) Brass Band Event, Sunday 7th April 2019

An update was provided by Democratic Services Team.

(d) Armed Forces Day, 29th June 2019

The Corporate Services Manager reported a horse drawn ambulance had been added to the schedule.

(e) Pizza and Prosecco Night, Friday 12th July 2019

An update was provided by the Facilities Assistant and Members suggested the marketing of this event needed to focus on the Hypnotist which had been booked. **AGREED the Corporate Services Manager is to discuss this with the Marketing and Communications Officer.**

(f) Summer Fun Days in the Park, 2nd August, Eden Hill, 9th August, Woodhouse Park & 16th August 2019, Heath Close

There were no further updates regarding these events other than the discussions earlier in the meeting.

(g) Remembrance Sunday, November 2019

There were no further updates regarding this event other than the discussions earlier in the meeting.

(h) Christmas Tree Lighting Friday 29th November 2019 & Tree in the Dene Parks

The Town Clerk reported he had made a formal request to DCC connect to a supply from a nearby lamppost and this had been rejected by Durham County Council. Members discussed and considered this further and then **AGREED only one tree be lit and this be at Shotton Hall.**

(i) Over 60's Event, 10th January 2020

There were no further updates regarding this event other than the discussions earlier in the meeting.

(j) Elvis Night, Shotton Hall

The Facilities Assistant reported Eddy Popescu had successfully been booked to perform and the event was taking place on 21 June 2019. There would be food for sale, and the ticket price was to be agreed. Members reported they were very happy this event had been booked due to its success last time, explaining it was a fantastic night.

(k) Pantomimes, December 2019

The Corporate Services Manager reported that she had arranged to hold the pantomime performances during early December 2019, with 6 performances in total. A number of performances would be during the day, with local primary schools invited to attend free of charge. 1-2 performances would then be held on an evening for a small charge. **AGREED the Corporate Services Officer to research ticket prices and contact the Corporate Service Manager with their findings to agree a reasonable cost per ticket.**

(l) Other ideas and suggestions for events:-

(a) The Pavilion 10-year anniversary

The Pavilion Manager reported that it was the 10-year anniversary of the opening of The Pavilion in June 2019 and discussed his ideas of marking this occasion during the week leading up to Armed Forces Day. **AGREED The Pavilion Manager to keep Members informed of his plans.**

(b) Oktoberfest

A Local Member reported the feedback he received from the people who attended this event, held on 20 October 2018 was that they would prefer tables and benches traditionally used at an Oktoberfest event. The Facilities Assistant explained there was insufficient storage space to purchase additional seating options and the Town Clerk suggested these could be hired. This was to be discussed further at the next meeting.

(c) Brass on the Bus – 19 July 2019

The Deputy Town clerk reported that 2019 marked the Passmore Pavilion's 50th birthday. As part of the programme of celebrations and in conjunction with the Durham Big Brass festival, the Town Council had been offered the opportunity to have a 'Brass on a Bus' mini festival to be held at the Pavilion from 10am - 2pm on Tuesday 19th July 2019.

The intention was to have two of the 'headline' street bands from the main Durham Brass festival, alongside performances from local school groups. The Town Council had been asked for a contribution of £2,500 towards the cost of staging the event.

The Pavilion Manager reported that there would also be a community picnic held at The Pavilion on the day, with over 500 school children attending. The Pavilion had been asked to provide the picnics at a cost of £3.00 per head. **AGREED this item is to be discussed further Council Meeting.**

The Town Clerk also reported the Durham Lumiere was coming to Peterlee at Pasmore Pavilion. Pop ups were to be displayed to promote the proximity of The Pavilion for parking and facilities.

63. Events held in partnership

(a) Peterlee Cricket club, Sportsman's Dinner, 18 April 2019, £300.00 room hire)

AGREED concessionary use to be granted and the room be offered free of charge for this event.

(b) Holistic Health day, Well Being Event, Sunday 12th May 2019, (room hire at a cost of £504.00)

Chair, Councillor S Meikle confirmed this event, organised by Barbara Chrisp, was supporting the Mayor's Charity, Dementia and Alzheimer's Society, therefore it was asked the cost of the room hire could be taken from the Mayor's Fund, (six concessionary uses per year granted).

AGREED further information be obtained with regard to the expected level of support for the charity.

(c) Young Heroes Awards Event, Friday 10th May 2019, (room hire at a cost of £252.00)

AGREED concessionary use to be granted and the Banqueting Suites be offered free of charge for this joint event.

(d) Community Alcohol Partnership Launch, Tuesday 5th March 2019, (room hire at a cost of £190.00)

AGREED concessionary use to be granted and the Banqueting Suites be offered free of charge for this joint event.

64. Date and Time of Next Meeting

It was **AGREED** the next meeting held on Wednesday 27th March 2019 at 10.00am until 12.00 noon in the Council Chamber at Shotton Hall Banqueting Suites.