

## PETERLEE TOWN COUNCIL

Minutes of the **Events Committee** meeting held on **Tuesday 24th June 2025** at 10.00am  
in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor K Hawley (Chair) and  
D Howarth, A Laing, M T Tough and L Sanders.

**Also Present:** Ian Hall (Chief Officer and Town Clerk), Laura Freeman (Events Officer),  
Deborah Woodhall (Resources Manager), Richard Parker (Pavilion  
Supervisor (Hospitality)) and Louise Hudson (Democratic Services  
Assistant)

### **E.5/25 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors D Hawley, D  
Meadows, H Pygall, E Sanders

**RESOLVED:** That the apologies be noted.

### **E.6/25 DECLARATIONS OF INTEREST**

No declarations of interest were submitted.

### **E.7/25 UPDATE FROM THE PAVILION SUPERVISOR (HOSPITALITY)**

#### **Polar Express**

The Pavilion Supervisor (Hospitality) asked for consideration to be given to  
holding a Christmas Pantomime Event at The Pavilion instead of a Polar  
Express Event, proposing that tickets be sold to Peterlee Residents only at  
£3.00 per person, with all children receiving a drink and a sweet treat, as  
well as a visit from Santa and a selection box.

#### **Over 60's Event**

Members considered the arrangements proposed by the Pavilion  
Supervisor (Hospitality) to hold two events in one day with entertainment  
and food.

Members asked that the two events be held on separate days to allow  
each event to last longer. The Pavilion Supervisor (Hospitality) agreed and  
will update Members with a second proposed date at the next meeting,  
after checking the availability.

#### **RESOLVED**

1. That a Pantomime be held on Tuesday 23<sup>rd</sup>  
December 2025, instead of a Polar Express Event,  
with each ticket being sold to Peterlee Residents only  
at £3.00 per person. All children in attendance will  
receive a drink, sweet treat, visit from Santa and a  
selection box.

2. That two separate Over 60's Parties be held, with the second date being confirmed at the next meeting by the Pavilion Supervisor (Hospitality) once availability had been checked.

**E.8/25**

## **UPDATE FROM THE EVENTS OFFICER**

### **Big Market/Car Boot Sale**

Consideration was given to verbal update provided by the Events Officer on the research she has completed about holding this type of event and the costs and the organisation involved. She explained that it may be more beneficial to allow independent event organisers to arrange this type of event if Peterlee Town Council are approached in future.

### **Food Van**

An update was provided by the Events Officer, explaining a local food van is available and has all the pipework and gas lines certified, however, it needs all new equipment installing. Research was also completed into the range in costs of vans for sale. These ranged from £5,000 to £22,000.

### **Lottery**

Consideration was given to verbal update provided by the Events Officer on the research she has completed about having a Town Lottery to help raise funds for the community. The costs and process were explained to Members, and it was agreed that a Town Lottery was not appropriate at this time.

### **Events for 2026/27**

The Events Committee Chair expressed to all Members present that it was advantageous to discuss this item after a workshop was held to recap the Council's Aims, Visions & Objectives.

## **RESOLVED**

1. That independent event organisers are able to arrange this type of event, should they approach Peterlee Town Council in future and provide all of the necessary paperwork and safety checks.
2. That The Pavilion Supervisor (Hospitality) is to research the cost of installing new equipment in the food van which is available locally to bring it up to code and to conduct further research about the cost of a new van.
3. That a Town Lottery was not appropriate at this time.
4. All Members agreed that the item to discuss events for the financial year 2026/27 be deferred to a future meeting.

**E.9/25**

## **NEXT EVENTS COMMITTEE MEETING**

**RESOLVED**

That the next Events Meeting be held on Tuesday 22nd July at 9.30am in the Council Chamber, Shotton Hall.

DRAFT