

## **PETERLEE TOWN COUNCIL**

Minutes of the **Events Committee** meeting held on **Tuesday 22nd July 2025** at 10.00am  
in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor K Hawley (Chair) and  
D Howarth, A Laing, D Burrell, B Fishwick, S Simpson, P Cartwright, M A  
Cartwright

**Also Present:** 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 Meadows, H  
Pygall

**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)**

#### **Christmas Panto and Over 60's Afternoon Tea**

The Pavilion Supervisor (Hospitality) confirmed the Christmas Panto was  
booked to take place at the Pavilion on Tuesday 23 December 2025 and  
the Over 60's Afternoon Tea was booked on 20 January 2026, with a  
second date being booked as soon as possible for February 2026.

#### **Remembrance Day**

The Pavilion Supervisor (Hospitality) reported that he was organising a  
brunch/afternoon tea for Remembrance Day on Tuesday 11<sup>th</sup> November  
and Members were happy with this and asked the Events Officer to  
contact a Bugler for the occasion.

#### **Upcoming and new events**

The Pavilion Supervisor (Hospitality) confirmed that all ticket sales were  
steady for all events currently on sale and that he had plans to hold a  
Christmas Cabaret Night for 22 December 2025, as well as Burns Night on  
Saturday 24 January 2026. The Pavilion Supervisor (Hospitality) is also  
consideration planning a Northern Soul Night and this will be looked into.

#### **Catering Van**

The Pavilion Supervisor (Hospitality) has looked into the price of a catering  
van and this is expected to cost between £12,000 and £15,000 for the van  
alone and recommended not making the purchase. Instead, he

recommended purchasing a suitable catering marquee or gazebo and the remaining items of equipment they don't currently have, which would be cheaper overall.

Members considered the recommendation from the Pavilion Supervisor (Hospitality) and asked if there was provision in the events budget to purchase the items needed to allow the Pavilion to offer outdoor events catering. The Events Officer confirmed there are funds in the unallocated events budget, however, the exact figure is unknown at present as some of the funds will be used towards existing future events.

## **RESOLVED**

1. That the Pavilion Supervisor (Hospitality) continue with his plans to arrange the above mentioned upcoming and future events.
2. That the Events Officer will contact a Bugler to perform at the Remembrance Brunch/Afternoon Tea event.
3. That a catering van would no longer be purchased.
4. That an item would be added to the next Council Meeting agenda to seek approval for the remaining Events unallocated budget from the 2025/26 financial year be used to purchase all outdoor catering equipment needed.

**E.8/25**

## **UPDATE FROM THE EVENTS OFFICER**

### **VJ Day**

The Events Officer asked Members of the events Committee how they would like to acknowledge the day. Consideration was given to other events in the UK and agreed to follow suit with raising a flag and publicising on social media.

A Member also asked that a flag be raised on 23 April 2026 for St Georges Day.

### **Garden Competition 2025**

The Events Officer confirmed the judging held on 9<sup>th</sup> July for Gardens and 10<sup>th</sup> July for allotments, as well as the presentation on 17 July were a success with 95% of feedback being positive. We also had 6 new allotment entrants and 4 new garden entrants.

Members who attended the presentation event also gave positive feedback and agreed it was a success and an enjoyable afternoon.

The Events Officer asked if this event was to be held again in 2026 and Members agreed.

## **Upcoming Summer Events**

The Events Officer gave updates on which activities, entertainment and attractions were booked for the following events:-

23<sup>rd</sup> July 2025 – Woodhouse Park

4<sup>th</sup> August 2025 – Pavilion, Helford Road

27<sup>th</sup> August 2025 – Peterlee & Horden Rugby Club

Members discussed the cost of other attractions available to hire and the Events Committee Chair asked if a Roller Rink could be sought and booked for either the 4<sup>th</sup> August or the 27<sup>th</sup> August events, depending on availability.

Members also asked for prices to be sought for a carousel and Christmas Market stalls for the Pavilion for Christmas.

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

The Events Chair expressed this item should be discussed at the next meeting and Members agreed.

### **RESOLVED**

1. That the Events Officer would purchase suitable flags to be raised on VJ Day and St Georges Day.
2. That the Garden Competition be planned for 2026.
3. That the events officer would gather quotes and available dates for a Roller Rink and book the attraction for either the 4<sup>th</sup> of August or the 27<sup>th</sup> of August Summer event.
4. That the events officer would gather quotes for a carousel and Christmas Market stalls for the Pavilion for Christmas.
5. That events for 2026/27 will be discussed at the next Events Committee Meeting.

**E.9/25**

### **NEXT EVENTS COMMITTEE MEETING**

### **RESOLVED**

That the next Events Meeting be held in September 2025 on a date yet to be determined, at 10:00am in the Council Chamber, Shotton Hall.