



24<sup>th</sup> September 2025

Dear Councillor,

I hereby summon you to attend a meeting of the **Events Working Party** on  
**Tuesday 30<sup>th</sup> September 2025** In the **Council Chamber, Shotton Hall,**  
**Peterlee, SR8 2PH at 10.00am**

Mr I Hall  
Town Clerk

### **AGENDA**

**1. Apologies for Absence**

**2. To receive declarations of interest**

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk **prior to the meeting** if in doubt. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

**3. Update from The Pavilion Supervisor (Hospitality)**

(A verbal update will be given)

**4. Update from the Events Officer**

(A verbal update will be given)

**5. Events Risk factors**

A discussion with the Events Officer surrounding events risk factors.

**6. Events Programme Planning for 2026/27**

Members are asked to bring forward their ideas and suggestions for events they would like to see included in the Town Council's events programme for the 2026/27 financial year. This will enable the Events Officer to begin developing a proposed programme of events and associated budget for consideration by Council.

**7. Exclusion of Press and Public**

To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, due to the commercial and/or personal information contained in the report.

**8. Roller Skate Arena**

Report of the Town Clerk (Attached)

**9. Next Meeting Date**

Members are to agree the next date and time the Events Committee will meet.