

PETERLEE TOWN COUNCIL

Minutes of the **Events Committee** meeting held on **Tuesday 30th September 2025** at 10.00am in the Council Chamber, Shotton Hall, Peterlee.

Present: Councillor K Hawley (Chair) and
D Howarth, B Fishwick, S Simpson, M A Cartwright and L Sanders

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

E.10/25 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors D Burrell, P Cartwright, A Laing, D Meadows and M Tough.

RESOLVED: That the apologies be noted.

E.11/25 DECLARATIONS OF INTEREST

No declarations of interest were submitted.

E.12/25 UPDATE FROM THE PAVILION SUPERVISOR (HOSPITALITY)

The Pavilion Supervisor (hospitality) provided updates on the following events:-

Christmas Panto

Due to the popularity of this event, an additional date had been added on Tuesday 23rd December 2025 and had also sold out. Santa had also been booked for both dates.

Over 60's Afternoon Tea

Dates had been booked in for this event on 20th January 2026 and 24th February 2026, with a gap between each to prevent the cancellation of classes and other functions already booked in at the Pavilion.

Remembrance Day – Tuesday 11 November 2025

Bugler player successfully booked to play after the raising of the flag at 11.00am. A tank had also been booked to attend, and the Bistro would also be open to provide refreshments.

Wreath Making – Tues 25 November 2025 and Tues 2 December 2025

Tickets for this event had been sold at £15 per person and included all materials (foliage, decorations, ribbons, etc.). The promotion of this event had gone well so far and had almost sold out for both dates.

Christmas Night – Freddie Mercury Tribute – Sat 29 November 2025

This event had sold out at £10 per person and he was expecting it to be a great night.

Children's Halloween Party - Friday 31 October 2025

At a ticket cost of £5.00 per person, children would get a spooky disco, games, party dances, Halloween show, best fancy dress competition and would receive a hot dog & chips. This party had sold out.

Jingle & Mingle Festive Lunch – Friday 19 December 2025

A Christmas Lunch event had been organised, and tickets were on sale at £17.50. The ticket price included a 3-course meal and a festive afternoon full of good food and Christmas cheer.

Burns Night with a Twist – Saturday 24 January 2026

Tickets had recently gone on sale for the forthcoming "Burns Night with a Twist". Tickets had been set at £12 per person.

The event would include a traditional Burns Supper with the piping in of guests, the Address to the Haggis, and a meal of haggis, tatties and neeps with whisky sauce. Following the supper, live entertainment would be provided by Geordie Cinnamon – The Ultimate Gerry Cinnamon Tribute Act, performing Gerry Cinnamon's biggest hits, anthemic singalongs and light-hearted Scottish banter.

Upcoming and new events

The Pavilion Supervisor (hospitality) also updated Members on the following events that he is currently looking to arrange:-

- Northern Soul Night
- Mowtown Night
- Craft Beer Festival
- Abba-oke
- Teatime Club (in the Bistro)

RESOLVED That the updates provided be noted.

E.13/25

UPDATE FROM THE EVENTS OFFICER

The Events Officer provided Members with an update on the programme of events held over the summer period:-

Wednesday 23rd July – Woodhouse Park

It was reported that only positive feedback had been received, especially the inclusion of activities catered to older children. A particular highlight was the performances by JD Stunts, which proved extremely popular and even attracted some of his followers who had travelled from as far afield as Scotland to attend.

Tuesday 12th August – Pavilion, Helford Road

Although this event had been postponed from its original date of 4th August due to a yellow weather warning, the rearranged date was well attended and successful. The Super Soaker Colour Fun Run was highlighted as being especially popular and enjoyable, with Members noting the suggestion that it could become a standalone event in the future given the positive response.

The Events Officer reported that Party Inflatables UK had been unable to attend the rearranged date for the summer event with their largest attraction, as they were already committed elsewhere. However, negotiations had taken place, and it was agreed that the booking could be carried forward and rearranged within the next 12 months.

The Events Chair raised concern that, should adverse weather affect the future event, the booking could be lost altogether. To mitigate this risk, she suggested exploring the option of booking a different style of event, such as an indoor inflatable's session, to ensure the deposit already paid would not be wasted and all Members were in agreement.

It was further reported that The Bistro's takings were greatly enhanced by the event.

Wednesday 27 August – Peterlee & Horden Rugby Club

The third and final summer event was also considered a success with a very good turnout. While some feedback was received regarding queuing times being too long, it was noted that the event was well received overall.

The Events Chair raised concern regarding the high cost of ice creams at the recent event and asked the Pavilion Supervisor (Hospitality) to explore the possibility of purchasing a tabletop ice-cream machine, with the option of part-exchanging the existing machine to help reduce costs.

Upcoming and new events

Remembrance Parade

The Events Officer explained that the final details were in progress for the forthcoming Remembrance event. It was also reported that poppies and silhouettes had been ordered for display on lampposts, along with the annual wreath.

Future Christmas Market

The Events Officer provided an update on research into the potential organisation of wooden huts for a future Christmas Market, together with the hire of a carousel.

She explained that it had been difficult to obtain set prices for the huts, as most companies are usually booked up to two years in advance. One company had advised that, should the Council provide them with a budget, they would be able to supply the huts, including construction and fencing, within that allocation.

The most reasonable quotation received for a Carousel, to date, was £5,000, should Members wish to consider booking this attraction in the future, subject to inflation.

RESOLVED

1. That a Super Soaker Colour Fun Run be added to the 2026 events programme.
2. That the events Officer would look at booking an indoor inflatables event, to use the deposit already paid to Party Inflatables UK.

E.14.25

EVENTS RISK FACTORS

The Events Officer asked Members for their views regarding the risks involved in organising events, particularly in relation to the requirement for deposits to be paid upfront for certain attractions. She explained that this had been a challenge when booking larger attractions that require set-up and construction.

The Events Officer advised that she had spoken with other Councils, who had confirmed that they experience the same challenges. She sought confirmation from Members that they were content for her to continue negotiating deposits wherever possible but, where deposits were non-negotiable, she would be authorised to proceed with bookings as required.

The Events Chair enquired about the hire agreements used when booking attractions, suggesting that the terms and conditions be updated to confirm that should the event be unable to go ahead for circumstances out of the Councils control, i.e. Adverse weather, that the booking be carried over to a future date to ensure minimal financial loss.

The Events Officer reported that this had been attempted previously, however, should the hired company require the Council to sign their hire agreement, and then the Council requests the company sign our hire agreement, the two agreements run the risk of cancelling each other out. However, this is something which can be considered in future to negotiate this prior to any agreement being signed.

RESOLVED

1. Members supported the Events Officer negotiating deposits where possible and proceeding with bookings where deposits are required and non-negotiable, acknowledging the associated risks.
2. That future terms and conditions be negotiated prior to hire agreements being signed to ensure, where possible, that hired attractions may be carried forward to a future date if an event is postponed or cancelled due to circumstances beyond the Council's control (e.g. adverse weather).

E. 15/25**EVENTS PROGRAMME PLANNING FOR 2026/27**

Members deliberated the success of the town events programme for the 2025/26 financial year so far and considered if they would provide similar events for the 2026/27 financial year.

RESOLVED That recommendations be made to Council to set the events budget to the same figure of £47,000 be for the 2026/27 financial year.

E.16/25**EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That in view of the confidential nature of the items to be discussed, the Council passed a 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 personal information contained in the report.

E.17/25**Roller Skate Arena**

Detailed consideration was given to a report of the Town Clerk, which had previously been circulated, to examine the circumstances surrounding the operation and subsequent closure of the roller skate arena at the Summer Fun Day held at Peterlee & Horden Rugby Club on Wednesday 27 August 2025.

RESOLVED

1. That a letter be sent to the roller skate arena provider requesting a full refund.
2. That should a full refund not be provided, an application will be made to the small claims court to recover costs.

E.18/25**NEXT EVENTS COMMITTEE MEETING**

RESOLVED That the next Events Meeting be held on Tuesday 27 January 2026, at 10:00am in the Council Chamber, Shotton Hall.