

PETERLEE TOWN COUNCIL

Minutes of the **Events Committee** meeting held on **Tuesday 28th April 2026** at 10.00am in the Council Chamber, Shotton Hall, Peterlee.

Present: Councillor K Hawley (Chair); and
M A Cartwright and A Laing

Also Present: Laura Freeman (Events Officer), Deborah Woodhall (Resources Manager), Adrian Sanders (Deputy Pavilion Sports & Community Manager) and Louise Hudson (Democratic Services Assistant)

E.26/26 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors P Cartwright, D Hawley, D Howarth and M Sanderson.

RECOMMENDED: That the apologies be noted.

E.27/26 INQUORATE MEETING

Members noted that there were insufficient members present for the meeting to be quorate and, therefore, decisions could not be made at the meeting. However, it was agreed that the meeting continue with the views of Members present being used to inform a report that would be submitted to a future meeting.

E.28/26 DECLARATIONS OF INTEREST

No declarations of interest were submitted.

E.29/26 UPDATE FROM THE PAVILION SUPERVISOR (HOSPITALITY)

The Pavilion Supervisor (Hospitality) was unable to attend the meeting and provided a written update which was read to Members by the Democratic Services Assistant, as follows:

Past Events

Burns Night and Abbaoke, were both a massive success, with some great feedback.

Upcoming Events

June, we've got a Sing-Along event planned, followed by a Robbie Williams tribute in July. Then, in September, there is a Day Disco with a silent disco element.

Future Events

November sees us pitting Dirty Dancing against Grease. And to round off the year, we've got a Bubl  Tribute in December, followed by our annual Xmas Pantomime.

The Events chair recommended that the updates from the Pavilion Supervisor (Hospitality) were no longer necessary

DISCUSSED:

1. That the updates provided be noted.
2. That updates from the Pavilion Supervisor (Hospitality) were no longer required at future Events Committee meetings.

E.30/26

AN UPDATE ON UPCOMING EVENTS

Members gave consideration to a verbal update from the Events Officer who provided details of the entertainment booked for the upcoming fun days:

27 May 2026

This event is being held in Woodhouse Park and On The Edge motor bike stunts team are the main act booked, with numerous shows throughout the day. There will also be Punch & Judy shows, a Magic Show, an outdoor DJ, a Gaming Van, a Climbing wall, a Face Painter, Balloon Modelling, Mini Golf, an Inflatable Slide, Teacups and multiple stalls. She confirmed tendering had also commenced for food units, a coffee van, an ice-cream van and sweet treats. Medics, Security & Safety Officer were also booked.

31 July and 12 August 2026

The Events Officer is currently in the process of organising both events, however, so far, she had booked a cinema screen, deck chairs, caricaturist, mini golf, and live Wrestling for 12 August at the Pavilion.

Members asked if the food was being provided by Peterlee Town Council and they were assured that food would be sold in-house at the event on 12 August at the Pavilion, as well as tenders requested to offer variety. Tenders had also been requested for all other events.

The Events Officer also wanted to inform Members of the new security costs and that this meant that the event costs may go over budget, as discussed at the last events meeting on 27 January 2026 (Minute E.23/26), due to implementing Martyn's Law one year early to ensure the Council are adhering to the new laws which come into effect from 2027.

Additionally, the Events Chair advised Members of the renovation works which are due to be carried out at The Pavilion. She explained that the procurement process was about to begin and so a date is not yet set for work to commence and wanted to seek opinions on whether this event should move location or be cancelled as a precaution.

DISCUSSED:

1. That the update provided be noted.
2. That the additional costs associated with hiring Security in line with Martyn's Law (the Terrorism (Protection of Premises) Act 2025) be noted.
3. That the Summer Fun Day event arranged for 12 August 2026 at the Pavilion, Helford Road go ahead as planned.

E.31/26

CHRISTMAS TREE LIGHT SWITCH ON 2026

Consideration was given to a verbal report of the Events Officer, to inform Members of the concerns brought to her by our Neighbourhood Services Team.

The Team are recommending that the tree not be touched during its first year of being planted, allowing it to settle and prevent any disruption to its growth and, therefore, recommend delaying the first light switch on event until 2027.

The Events Officer assured Members that should they recommend delaying the first switch on event to 2027, other events are still going ahead, such as the Christmas Fayre and the Santa Parade, where Santa will visit each of the 5 wards of Peterlee.

DISCUSSED:

1. That a Christmas Tree Switch On Event not be held in 2026.
2. That the first Christmas Tree Switch On be arranged in 2027 once the newly planted tree was established.

E.32/26

STALL COSTS

Consideration was given to a verbal report of the Events Officer, to inform Members of the changes to stall costs.

Previously, stalls had been offered at a cost of £30.00 per pitch fee, with a 50 percent refund given for those who attended the event, however, based

on research conducted, most stall holders are charged an average of £50.00 per pitch fee and receive no refund for attendance.

Feedback from previous stall holders we have worked with also confirms they are happy to pay the full £30.00 without receiving a refund. The refund process also takes up a considerable amount of officer's time.

Due to time constraints, the Events Officer had previously spoken to the Events Chair to get approval for this change to be implemented for the first event which is being held on 27 May 2026, who approved the change for all events.

DISCUSSED:

1. That the stall fee will remain £30 per pitch and a 50 percent refund will no longer be given to stall holders.

E.33/26

CHRISTMAS PANTOMIME 2026

Consideration was given to a verbal report of the Events Officer, to seek permission to arrange a Christmas Pantomime.

If approved, Beauty & the Beast would be this year's pantomime and there would be two shows on 21 December 2026, with 100 tickets per show, at a cost of £650.00 per show, which would need to come out of the 'Unallocated' events budget. Children will also receive sweet treat and a drink from Santa.

Consideration was given to the 2026 ticket price, and it was recommended that all tickets (both adults and children) be sold at £4.50 each, with a maximum of 2 adults per booking.

DISCUSSED:

1. That a report be brought to a future meeting to approve of the following:
 - Two showings of a Beauty & the Beast Christmas Pantomime to be arranged on 21 December 2026; and
 - The 'Unallocated' events budget be used to pay for the Christmas Pantomime; and
 - That the ticket price be set to £4.50 for both adults and children, with a maximum of 2 adults per booking.

E.34/26

OVER 60'S EVENTS 2027

Detailed consideration was given to a verbal report of the Events Officer, to inform Members of the success of the two events which cost an overall total of £1,899.00 and were held on 20 January and 27 February 2026 and to ask if they would like the events to be held again in 2027.

Members agreed that the event should be held again and suggested one event be held in December 2026 at The Pavilion and the other in February 2027. Members recommended booking Peterlee & Horden Rugby Club, if there was availability, to allow easier access for less able-bodied attendees.

Feedback received from those attending the events was that due to the colder weather, a warmer meal may be more appropriate. Members agreed a warm meal and dessert could be arranged and recommended increasing the food portion of the budget being increased from £500.00 to £750.00. Additionally, Members favoured the event at the Pavilion being catered by staff and asked the Events Officer to liaise with the Eden Hill Peoples Centre to see if they would be able to cater for the event at Horden & Rugby Club, with costs paid and a donation being made to the charity.

DISCUSSED:

1. That two Over 60's Events be planned. One suggested for December 2026 and the other for February 2027, availability depending.
2. That the food budget for each of the events be increased from £500.00 to £750.00.
3. That the event at The Pavilion be catered by Pavilion catering staff.
4. That the Events Officer liaise with Eden Hill Peoples Centre to enquire about catering the event at Peterlee & Horden Rugby Club, with costs covered and a donation made to the charity.

E.35/26

PETERLEE HAS TALENT EVENT 2026

Consideration was given to a verbal report of the Events Officer, to ask Members opinions on holding a 'Peterlee Has Talent' event in 2026.

Members supported this idea and recommended holding the event in 2027 to allow the event to be bigger and better with sufficient time to plan. Furthermore, they suggested sponsors could be sought from local businesses.

DISCUSSED:

1. That a 'Peterlee Has Talent' event be arranged for 2027.

2. That sponsors be sought from local businesses.

E.36/26

ANY OTHER BUSINESS

Additional Events Proposed

Members raised suggestions for additional events not included on the published agenda, which would be taken out of the 'Unallocated' events budget. These included:

- Halloween Arts and Crafts sessions (During the October 2026 Half-Term)
- Halloween Party on Friday 30 October 2026, which includes fancy dress, entertainment and pizza and a drink included in the ticket price.

Halloween Party

Tickets will be £4.50 per child, with 2 adults maximum, per booking. The ticket price includes entertainment and pizza and a drink for each child.

Halloween Arts and Crafts sessions

The Events Officer agreed she would liaise with The Pavilion Supervisor (Hospitality) to discuss availability for the Arts & Crafts Sessions.

Member M Cartwright volunteered her time to make Halloween themed Plaster of Paris figures which could be painted by children.

The Events Officer recommended this be a free event, with two sessions for arts and crafts in one day. Food and drink would then be on sale.

DISCUSSED:

1. That the cost of Halloween Party and the Halloween Arts and Crafts sessions be taken from the 'Unallocated' Events Budget.
2. That free Halloween Arts and Crafts sessions be organised during the October 2026 Half-Term week.
3. That a Halloween Party be organised on Friday 30 October 2026; and
4. Tickets for the Halloween Party will be sold at £4.50 per child, with 2 adults maximum, per booking.

Future Events Budget Arrangements

The Resources Manager proposed that, from 2027, the 'Unallocated' budget be removed from the Events Budget. It was further proposed that a meeting be held in September or October each year to determine the

following year's events, enabling a set budget to be allocated to each event.

In light of increased costs associated with Martyn's Law, Members supported the removal of the 'Unallocated' budget.

Members also recommended that the 2026/27 budget for each of the three summer events be increased by £1,000.

DISCUSSED:

5. That a report be brought to a future meeting for approval of the two proposed events.
6. That the 'Unallocated' budget be removed from future budgets.
7. That meeting be held in September or October each year to determine the following year's events, enabling a set budget to be allocated to each event.
8. That the 2027/28 budget allocation for the three Summer Fun Days events be increased by £1,000.

E.33/26

NEXT EVENTS COMMITTEE MEETING

DISCUSSED

That the Events Committee next meet on Tuesday 15 September 2026 at 10.00am.