



UPTON & NORTH ELMSALL PARISH COUNCIL

The Village Hall, Harewood Lane, Upton, WF9 1JB

(01977) 643283 / 645351 | clerk@uptonandnorthelmsall-pc.gov.uk
admin@uptonandnorthelmsall-pc.gov.uk

To all members of the Events
Committee

Date: 30th September 2026

Dear Councillor,

You are hereby summoned to attend a meeting of the **Events Committee**, to be held on **Tuesday 6th October 2026 at 6:30pm at The Village Hall, Upton, WF9 1JB.**

If you are **unable to attend**, please submit your apologies for absence, together with the reason, to the Parish Clerk prior to the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H. Senior', with a large, sweeping underline that extends to the left.

Miss Helen Senior
Parish Clerk & RFO

Meeting of the Events Committee
Tuesday 6th October 2026 at 6:30pm at the Village Hall

AGENDA

- 1. To appoint the Chair of the Events Committee for the 2026/27 municipal year.**
- 2. To appoint the Vice-Chair of the Events Committee for the 2026/27 municipal year.**
- 3. Apologies and Reasons for Absence.**
 - 3.1. To receive apologies for absence.
 - 3.2. To consider approval of the reasons for absence.
- 4. Declarations of Interest.**
 - 4.1. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
 - 4.2. To consider any applications for dispensation.
- 5. To receive and note the Events Committee Terms of Reference. (A)**
- 6. To review the Scarborough Day Trip, including feedback and expenditure, and agree any recommendations for future trips. (B)**
- 7. To review the Village Show, including feedback and expenditure, and agree any recommendations for future events. (C)**
- 8. To receive an update and agree outstanding arrangements for the Christmas Pantomime on 5th December 2026, including ticketing, refreshments, Santa and associated operational expenditure. (D)**
- 9. To receive and review the Events budget position for 2026/27. (E)**
- 10. To consider and agree whether to hold any additional events or community activities during the remainder of the 2026/27 financial year, subject to available budget and resources. (F)**
- 11. To consider and agree a proposed schedule of events for the 2027/28 financial year. (G)**
- 12. To agree the Events Committee's proposed budget requirements for 2027/28 for recommendation to the Finance Committee. (H)**
- 13. To agree the date of the next Events Committee meeting.**

Events Committee Terms of Reference

Purpose of the Committee

The Events Committee is established to plan, prepare, deliver, oversee and review Council events, community activities and related public engagement initiatives.

The Committee supports the effective, safe, lawful and cost-effective delivery of events for the benefit of the local community, ensuring that events are properly planned, appropriately risk assessed, suitably resourced and delivered in accordance with Council policies, health and safety requirements, safeguarding requirements, insurance requirements, Financial Regulations and good practice.

The Committee shall have delegated authority to make decisions relating to the planning, preparation, delivery and review of Council events, subject to the approved Council budget, the Council's Financial Regulations, Standing Orders and any matters reserved to Full Council.

Membership

- The Committee shall comprise five (5) Councillors, appointed annually by the Full Council.
- Membership shall be appointed at the Annual Meeting of the Council, or at the meeting at which the Committee is established.
- The Committee shall elect a Chair and Vice-Chair from among its Councillor members at its first meeting following the Annual Meeting of the Council, or at its first meeting following establishment.
- In the absence of both the Chair and Vice-Chair at any subsequent meeting, the Committee shall appoint a Chair for that meeting only.
- The Parish Clerk/RFO and/or other Officers may attend meetings to provide advice, administrative support and operational updates.
- Volunteers, community group representatives, contractors, service providers, partner organisations or specialist advisers may be invited to attend meetings in an advisory, non-voting capacity where appropriate.
- Non-Councillor representatives and invited participants shall not have voting rights and shall not count towards the quorum.

Quorum

The quorum shall be three (3) Councillor members. No business shall be transacted unless a quorum is present.

Frequency of Meetings

The Committee shall meet as and when required to fulfil its duties, including more frequently in the lead-up to events where necessary.

Role and Responsibilities

The Events Committee shall:

- Plan, prepare, deliver and review Council events and community activities.
- Agree the Council's programme of events and associated arrangements where these fall within the Committee's delegated budget and Terms of Reference.
- Make decisions relating to the format, date, time, location, scale, content and delivery of Council events.

- Approve, amend, postpone or cancel events where required, subject to budget provision, operational considerations, safety requirements and the Council's Financial Regulations.
- Oversee arrangements for bookings, ticketing, attendance, publicity, volunteers, contractors, suppliers, community partners and other event-related matters.
- Agree ticket prices, concessions, refunds, booking conditions and event income arrangements where appropriate.
- Promote community involvement and engagement in Council events.
- Receive reports from Officers relating to event planning, delivery, expenditure, risks, incidents, feedback and outcomes.
- Review completed events and identify improvements for future events.
- Make recommendations to Full Council where an event or activity falls outside the Committee's delegated authority, requires additional funding, creates a significant new commitment, or requires a policy decision by Full Council.

Delegation to the Parish Clerk/RFO and Officers

To support the effective and timely delivery of events, the Parish Clerk/RFO shall have delegated operational authority to progress, arrange and implement events which have been approved by the Events Committee or Full Council, within the approved Events budget and in accordance with the Council's Financial Regulations.

The Parish Clerk/RFO shall have delegated authority to:

- Implement decisions made by the Events Committee or Full Council in relation to events and community activities.
- Make routine operational decisions required for the planning, preparation and delivery of approved events.
- Incur expenditure from the approved Events budget where the expenditure relates to an approved event, agreed event activity, or routine event preparation, and complies with Financial Regulations.
- Obtain quotes, place orders, confirm bookings, appoint suppliers and arrange event-related goods, services, materials, permissions, publicity and operational requirements.
- Approve and pay deposits, booking fees, hire charges and other event-related payments where required to secure arrangements for approved events, subject to budget provision and Financial Regulations.
- Make minor operational changes to event arrangements where necessary for the effective delivery of an approved event.
- Prepare and implement event management plans, risk assessments, volunteer briefings, safeguarding arrangements, emergency procedures and other operational event documents.
- Liaise with insurers, contractors, emergency services, local authorities, landowners, transport providers, community groups and other relevant parties regarding event arrangements.
- Accept or arrange small donations, contributions, sponsorship or in-kind support for approved events, provided that these do not create an additional financial commitment, ongoing obligation, conflict of interest or reputational risk for the Council.
- Make urgent operational decisions required for safety, compliance, weather, contractor availability, transport disruption, cancellation, postponement or other time-sensitive event matters, in consultation with the Chair of the Committee where practicable.
- Maintain appropriate records of bookings, expenditure, permissions, risk assessments, volunteer arrangements, incidents and event decisions.
- Report event expenditure, decisions and significant operational matters to the Committee through the Council's normal reporting arrangements.

The Parish Clerk/RFO may proceed without further approval from the Committee or Full Council for routine operational arrangements, purchases, bookings or minor amendments where the event has been approved, budget provision exists, and the expenditure is within the scope of this delegation and the Council's Financial Regulations.

Health, Safety, Safeguarding and Compliance

The Committee shall:

- Oversee health, safety, safeguarding and compliance arrangements for Council events.
- Ensure that appropriate event management arrangements, risk assessments, insurance checks, permissions, licences and consents are in place where required.
- Ensure that contractors, providers, entertainers, stallholders and other third parties provide appropriate evidence of insurance, licences, qualifications, risk assessments, safeguarding arrangements or other documentation where necessary.
- Ensure that first aid, emergency arrangements, fire safety, crowd management, lost child procedures, volunteer briefings and site arrangements are considered where relevant.
- Receive reports on accidents, incidents, near misses, complaints, safeguarding concerns, cancellations or significant issues arising from events.
- Recommend or approve appropriate remedial action where required, subject to delegated authority, budget provision and the Council's Financial Regulations.
- Ensure that matters creating significant legal, financial, safeguarding, health and safety, insurance or reputational risk are referred to Full Council unless urgent action is required under the Parish Clerk's delegated powers.

Financial Delegation

The Committee shall:

- Be responsible for the Events budget and any other event-related budgets delegated by Full Council in accordance with the approved Council budget.
- Authorise expenditure within its delegated budget and Terms of Reference, in accordance with the Council's Financial Regulations.
- Allocate event-specific budgets from within the approved Events budget.
- Approve quotes, bookings, purchases, contracts, hire arrangements and services relating to events, provided that budget provision exists and the expenditure complies with Financial Regulations.
- Agree arrangements for ticket income, donations, sponsorship, stallholder fees, booking fees, refunds, cancellation costs or other event income and expenditure where appropriate.
- Identify potential grant funding opportunities and approve applications where these relate to events within the Committee's remit, provided that no additional unapproved Council expenditure, match funding, ongoing obligation or significant administrative burden is created.
- Make recommendations to Full Council where additional funding, use of reserves, match funding or a significant ongoing commitment would be required.
- Receive budget monitoring information for the Committee's areas of responsibility and ensure that the Committee does not exceed its overall delegated budget.
- Submit budget requirements and recommendations as part of the Council's budget-setting process.

Matters Reserved to Full Council

The Committee shall not make final decisions on:

- The setting of the annual Events budget.
- Any expenditure above the Committee's delegated budget or outside the approved Events budget.
- Any use of earmarked reserves not already approved by Full Council.
- Any event, project or activity requiring additional unbudgeted funding from Full Council.
- Any event or activity which creates a significant ongoing financial, legal, contractual, staffing, safeguarding, health and safety, insurance or reputational commitment for the Council.
- Any long-term contract, service level agreement or partnership arrangement which extends beyond the delivery of a specific event unless previously authorised by Full Council.
- Any permanent change to Council services, assets, land or facilities.
- The adoption or amendment of Council policies.
- Any matter which falls outside the Committee's Terms of Reference or is reserved to Full Council by law, Standing Orders, Financial Regulations or this Scheme of Delegation.

Reporting

- The Committee shall report its findings, observations, decisions and recommendations to Full Council through minutes and reports.
- Minutes of the Committee shall be approved by the Committee and reported to the next appropriate meeting of Full Council.
- Where a Committee decision is made under delegated authority, the minutes shall record the decision as a resolution of the Committee.
- Where the Committee makes a recommendation to Full Council, the minutes shall clearly record the matter as a recommendation and the item shall be referred to the next appropriate Council meeting for decision.
- Any remaining Committee budget at the end of the financial year shall not be carried forward unless expressly approved by Full Council.
- If the Committee requires additional funds during the financial year, it shall make a recommendation to Full Council with a breakdown of the additional funding required.

Sub-Committees and Working Groups

The Committee may establish sub-committees or working groups where required, including working groups for individual events. Any such sub-committee or working group:

- Shall consist of members appointed by the Committee.
- May include Councillors, Officers, volunteers, community representatives, partner organisations or specialist advisers where appropriate.
- Shall operate within terms of reference or instructions approved by the Committee.
- May not exceed the responsibilities or authority delegated to the Committee.
- Shall report back to the Committee with findings, observations or recommendations.
- Shall have no delegated decision-making authority unless expressly authorised by the Committee and permitted within the Committee's own delegated authority.
- Shall have no authority to incur expenditure unless expressly authorised by the Committee or through the Parish Clerk/RFO's delegated operational authority.

Review of Terms of Reference

These Terms of Reference shall be reviewed annually by Full Council at the Annual Meeting, or earlier if required.

UPTON & NORTH ELMSALL PARISH COUNCIL**Events Committee**6th October 2026**SCARBOROUGH DAY TRIP REVIEW****Purpose of Report**

Members are asked to review the free community day trip to Scarborough held on 29th August 2026, consider the feedback and lessons learned, and agree any improvements for future trips.

Event Summary and Feedback

The Council organised a free community day trip to Scarborough on 29th August 2026, with three coaches hired from Stringers Pontefract and departing from the War Memorial. Passenger lists, travel information, volunteer arrangements and risk management documents were prepared in advance to support the smooth running of the day.

The trip itself ran smoothly and the feedback received was positive, including a thank-you card from one attendee. Councillors, staff and volunteers supported the coaches throughout the day, and the arrangements put in place provided a useful template that can be adapted for future trips.

Demand at the booking stage was strong, with 128 of the 159 available places initially booked. Following 21 cancellations before the event, 107 bookings remained; however, 74 people ultimately attended and 33 did not attend. This meant that 85 of the available places were unused on the day.

The trip took place over the August bank holiday weekend and the weather forecast in the days leading up to the event was poor. Both factors are likely to have influenced attendance and should be taken into account when considering the timing of future trips.

Learning for Future Trips

The arrangements that worked particularly well included advance booking, clear travel information, and allocated coach volunteers. The main area for improvement is managing bookings closer to the event. A reminder shortly before departure, asking residents to confirm that they still intend to travel or to release any places they no longer need, could help to reduce unused places and give other people a better opportunity to attend.

Members may wish to consider hiring two coaches for future trips. If this resulted in demand exceeding the number of places available, a waiting list could then be operated to help fill any cancelled seats. Members may also wish to consider introducing a refundable booking deposit as a further way of reducing non-attendance while keeping the trip accessible.

Financial Position

Expenditure or Income	Amount
Total Council expenditure	£2,229.00
Council income or contributions	Nil
Net cost to the Council	£2,229.00

Decision Requested

To note the outcome, feedback and final expenditure; agree any changes to the timing, coach numbers and booking arrangements for future trips; and consider whether a refundable booking deposit should be developed further. Detailed deposit arrangements would be brought back to the Committee if required.

UPTON & NORTH ELMSALL PARISH COUNCIL**Events Committee**6th October 2026**VILLAGE SHOW REVIEW****Purpose of Report**

Members are asked to review the first Village Show, held at the Village Hall on 12th September 2026, consider the feedback and lessons learned, and identify improvements for a future Show.

Event Summary and Feedback

The first Village Show attracted more than 70 individual entries across a wide range of categories, exceeding expectations and making full use of the available display tables. More than 200 people attended across the course of the day, including members of the public, staff, judges and volunteers. No incidents were reported.

The event was led by the Admin & Allotment Manager, supported by the Clerk, Cllr Helen Owen, other councillors and volunteers, including Emily from the church and Lorna from the WI. Volunteer judges supported the competition, with first-place winners receiving a monetary prize and ribbon, second and third-place winners receiving ribbons, and every child entrant receiving a certificate and sweets.

St Margaret's Church, North Elmsall, sold slices of cakes entered in the Show and held a raffle. Friends of the Community Foodbank ran a tombola, while a local home baker sold homemade jams. Any proceeds raised by these groups or traders were separate from the Council's event income.

Learning for Future Shows

Overall feedback was very positive, and the first Show provided useful experience of what worked well and where the event could be strengthened. A number of residents commented that they had only become aware of the Show shortly before it took place, so earlier and more prominent publicity should be a priority for any future event.

The variety of entries was broader than anticipated, and additional categories had to be created on the day to accommodate items that did not fit neatly within the original schedule. For future Shows, the category list should therefore be widened in advance, with enough flexibility to accommodate a broader range of entries without having to reorganise classes on the day.

The judging arrangements would also benefit from a more structured approach. A short judging protocol or briefing should be prepared in advance, and additional time should be built into the programme so that judges are not rushed and the public opening can begin once all results and displays are fully ready.

Space is likely to become a more significant consideration if the Show continues to grow. The Village Hall worked well for the first event, but future Shows may need to make greater use of the outdoor area, potentially with gazebos or other temporary event space. Additional volunteers would also be valuable, particularly from the Events Committee and wider Council, to help with setting up, registration, judging support, stewarding and clearing away.

The rooms were presented to a very high standard using the materials available, but a larger event would benefit from a dedicated allowance for display and presentation supplies. Some specialist Show equipment would also make the event easier to run, including weighing scales, produce sizing or measuring equipment, and additional stands for photographs and other entries.

The first-place monetary prizes were a pleasant surprise to many entrants and were very well received. For future Shows, Members may wish to consider smaller monetary prizes for second and third place as well, and to advertise the prizes in advance as part of the wider promotion of the event.

Having now delivered the Show once, the practical organisation should be much easier to plan in future years. The focus can therefore move from establishing the event to developing it, with the aim of creating a well-organised annual community Show that offers something for all ages and becomes an event residents look forward to each year.

Financial Position

The Show is currently funded through Recreation/Environment, code 2004, Allotment Comp/Village Show, separately from Events. Final Council expenditure was £380 against the £500 combined budget, leaving £120 unspent. No income from the event was retained by the Council.

If the Show is developed further in 2027, additional expenditure may be required for presentation materials, specialist equipment, publicity and prizes. Members may therefore also wish to consider introducing a nominal adult entry fee, for example 20p per entry, while keeping children's entries free. Any such fee would be intended as a small contribution towards event costs rather than a significant source of income.

Expenditure or Income	Amount
Total Council expenditure	£380.00
Council event income	Nil
Net cost to the Council	£380.00

Decision Requested

To note the outcome and final expenditure, record thanks to everyone who supported the Show, and agree any improvements or recommendations to be carried forward into consideration of a 2027 Village Show under item 11, including publicity, categories, judging arrangements, space, volunteer support, equipment, prizes and any entry fee.

UPTON & NORTH ELMSALL PARISH COUNCIL**Events Committee**6th October 2026**CHRISTMAS PANTOMIME ARRANGEMENTS****Purpose of Report**

Members are asked to receive an update on arrangements for the Christmas Pantomime and agree the remaining event arrangements, including ticketing, refreshments, provision for the production team, Santa, volunteer support and associated expenditure.

Arrangements to Date

Beauty and the Beast is scheduled for Saturday 5th December 2026, with performances at 11:10am and 2:10pm. The Council approved the booking through Scarlett Entertainment at £4,250 plus VAT. Each performance will have a maximum audience capacity of 100 people, giving a total of 200 tickets across the two performances.

A number of refreshments and supplies remain from previous Council events, including bottled water, crisps, biscuits, Fruit Shoots, sweets and ice cream. Subject to quantities, use-by dates and storage arrangements being checked, these can be used towards the pantomime and should reduce the amount of additional stock required.

Ticketing and Publicity

Tickets were priced at £1.00 for the 2025 pantomime. The charge was intended primarily to encourage people to commit to attending rather than to recover the cost of the event. An increase to £2.00 per ticket has been suggested for 2026, and members are asked to agree the ticket price, taking into account that the pantomime is already funded through the Council's Events budget and that the principal purpose of the charge is to reduce non-attendance.

Formal publicity has not yet begun, although the pantomime is listed on the Council website as an upcoming event. Once the Committee has agreed the outstanding arrangements, the Clerk will contact the production company to confirm whether they provide or prefer the Council to use any particular promotional artwork or materials. Posters and other publicity can then be prepared, tickets produced and ticket sales opened.

Production Team Arrangements

The production team will require a private dressing and preparation area on the day. It is proposed that Meeting Room 1 is used for this purpose, as it is separate from the main public areas and can be secured using the fob-access system. Basic dressing-room equipment will also need to be provided, including suitable mirrors and a clothes rail. These items could be purchased at relatively low cost and retained for use at future events.

Refreshments will also need to be provided for the cast and production team. It is proposed that a local caterer is approached to provide a simple buffet, such as sandwiches, sausage rolls, quiche and cake slices. Bottled water already held by the Council can be provided, together with tea, coffee and sugar remaining from the Village Show. The Council also already owns a suitable hot-water flask, meaning the only additional drink requirement would be fresh milk purchased on the day.

Children's Refreshments

In previous years, hot dogs have been provided. For 2026, a simpler cinema-style refreshment offer is proposed which would be easier to prepare and distribute during an already busy event. Each child would receive a small portion of popcorn, a packet of crisps, a packet of biscuits, a packet of sweets and a Fruit Shoot on entry to enjoy during the performance.

A large proportion of the crisps, biscuits, drinks and sweets required are already held from the Scarborough trip and Village Show, so only additional quantities and the popcorn and serving bags or boxes are likely to be required. Ice cream and cones also remain from the Village Show and could be offered after each performance.

Santa and Christmas Experience

It is proposed that Santa forms part of the event again this year. Following each performance, children could have the opportunity to meet and have a photograph with members of the pantomime cast before moving through to visit Santa and collect a selection box.

A suitable person will need to be identified to play Santa and the availability of a costume confirmed. Cllr Merrington undertook the role last year, although it is not currently known whether the entirety of the costume used was his own or was provided by the Council. The Council already holds elf costumes, and volunteers will be required to wear these and assist Santa with the distribution of selection boxes and movement of families through the area. Selection boxes will need to be purchased once expected attendance is clearer.

Volunteers and Event Delivery

The event will require volunteers to assist with setting up, admission, distributing refreshments, supporting the Santa area, helping with the turnaround between performances and clearing the Hall afterwards. Members of the Events Committee and wider Council should therefore be encouraged to assist where possible, with a clearer volunteer rota prepared once ticketing arrangements and expected attendance are known.

The Clerk will also complete the event plan, risk assessment, emergency arrangements and final supplier checks once the Committee has agreed the outstanding operational arrangements.

Financial Position

Half of the £4,250 plus VAT entertainment cost remains payable. In addition, further expenditure will be required for selection boxes, popcorn and serving bags or boxes, any refreshment top-ups, catering for the production team, dressing-room equipment and any Santa costume requirements. As quantities and quotations have not yet been finalised, it is difficult to provide a reliable estimate of these additional operational costs at this stage. Members are therefore asked to agree a maximum operational expenditure limit of £1,500 excluding VAT within the approved Events budget, allowing the Clerk to progress the detailed arrangements once prices and quantities are confirmed. Actual expenditure will be kept to the minimum necessary, taking into account the considerable amount of stock and equipment already held by the Council.

Known or Estimated Cost	Amount / Position
Balance of entertainment booking	£2,125 plus VAT
Additional operational costs	To be confirmed
Proposed maximum operational spending limit	£1,500 exc. VAT

Decision Requested

To note the arrangements made to date; agree the ticket price and ticketing arrangements; agree the proposed dressing-room and production-team arrangements; agree the proposed children's refreshments; confirm whether Santa should be included; agree the purchase of selection boxes and any associated Santa requirements; and agree a maximum operational expenditure limit of £1,500 excluding VAT for the remaining arrangements, to be met from the approved Events budget. The Clerk will then progress ticketing, publicity and detailed event arrangements within the agreed budget.

UPTON & NORTH ELMSALL PARISH COUNCIL

Events Committee

6th October 2026

EVENTS BUDGET POSITION 2026/27

Purpose of Report

Members are asked to review the Events budget position at the end of September 2026, note the provision required to complete the Christmas Pantomime, and consider the balance likely to remain before agreeing any additional activity.

Current Budget Position

The Events budget, cost centre 134 and expenditure code 4235, covers the Scarborough coach trip and Christmas Pantomime. The monitoring workbook records £4,354 of expenditure from April to September 2026. This comprises the final Scarborough trip cost of £2,229 and the first £2,125 pantomime entertainment payment, leaving £4,646 of the £9,000 annual budget currently unspent before the remaining pantomime costs are taken into account.

Budget Measure	Amount
Annual Events expenditure budget	£9,000.00
Recorded Events expenditure April-September	£4,354.00
Current unspent Events budget	£4,646.00
Outstanding pantomime entertainment payment	£2,125.00 plus VAT
Maximum pantomime operational allowance	£1,500.00
Maximum projected Events expenditure	£7,979.00
Indicative Events budget remaining	£1,021.00

If the Committee approves the proposed £1,500 maximum operational spending limit for the pantomime and the full amount is required, total Events expenditure would be £7,979, leaving an indicative £1,021 of the annual budget unspent. As the £1,500 is a spending ceiling rather than an expenditure target, the final balance may be higher. The figures are based on the Council's budget monitoring position, with recoverable VAT excluded from expenditure once invoices are posted.

Remaining Pantomime Costs

The outstanding entertainment payment is £2,125 plus VAT. In addition, the Committee is being asked under item 8 to approve a maximum operational spending limit of £1,500 for the remaining arrangements. This would cover items including selection boxes, popcorn and serving bags or boxes, refreshment top-ups, catering for the production team, dressing-room equipment and any Santa costume requirements. Existing Council stock and equipment will be used wherever possible to minimise further expenditure.

Actual operational expenditure will be monitored against the agreed limit and the final Events budget position will be updated once the remaining invoices and purchases have been recorded.

Events income, code 1054, has a nil annual budget and no receipts are currently recorded in the monitoring workbook. No income from 2026 pantomime ticket sales has been included in the projected £1,021 balance; any ticket income received will therefore improve the final position.

Separate Village Show Provision

The Village Show is currently accounted for under Recreation/Environment, code 2004, Allotment Comp/Village Show. Final Council expenditure was £380 against the £500 combined budget, leaving £120 unspent. These figures are reported separately in Report C and are not deducted from the Events budget.

Decision Requested

To note the recorded Events expenditure and current budget position; note the outstanding pantomime entertainment payment; agree the proposed operational spending limit under item 8; and take account of the indicative £1,021 balance, before any pantomime ticket income, when considering item 10. Any additional funding or use of reserves must be referred to Full Council in accordance with the Terms of Reference.

UPTON & NORTH ELMSALL PARISH COUNCIL

E

BUDGET 2026-2027

EVENTS BUDGET APRIL - SEPTEMBER 2026

INCOME

134 Events		Budget	Apr	May	Jun	Jul	Aug	Sept	TOTAL	Variance
1054	Events Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SUB TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		0.00							0.00	0.00

EXPENDITURE

134 Events		Budget	Apr	May	Jun	Jul	Aug	Sept	TOTAL	Variance
4235	Events	9,000.00	2,125.00	0.00	90.00	1860.00	279.00	0.00	4,354.00	4,646.00
	SUB TOTAL	9,000.00	2,125.00	0.00	90.00	1,860.00	279.00	0.00	4,354.00	4,646.00
TOTAL		9,500.00							4,734.00	4,766.00

140 Recreation/Environment		Budget	Apr	May	Jun	Jul	Aug	Sept	TOTAL	Variance
2004	Allotment Comp/Village Sho	500.00	0.00	0.00	86.00	0.00	114.00	180.00	380.00	120.00
	SUB TOTAL	500.00	0.00	0.00	86.00	0.00	114.00	180.00	380.00	120.00
TOTAL		9,500.00							4,734.00	4,766.00

UPTON & NORTH ELMSALL PARISH COUNCIL

Events Committee

6th October 2026

ADDITIONAL EVENTS DURING 2026/27

Purpose of Report

Members are asked to consider whether any further events or community activities should be arranged before 31st March 2027, taking account of the current budget position and the resources required.

Current Position

The Christmas Pantomime on 5th December remains an existing delivery commitment. Any additional event would need sufficient preparation time, an identified lead, volunteer support and an agreed budget. The available balance is to be confirmed under item 9.

Report E identifies an indicative balance of approximately £1,021 after allowing for the current estimate of the remaining pantomime costs. This figure is provisional and should not be treated as available for additional activity until the final pantomime costs are confirmed.

Options for Members

Option	Considerations
Concentrate on the Pantomime	Complete the existing programme and develop the 2027/28 schedule. Any unused budget would be dealt with through the normal year-end arrangements.
Consider a Smaller Activity	Consider a lower-cost activity that can be delivered before 31 st March 2027, subject to an agreed lead, timing, cost and sufficient staff/volunteer capacity. An Easter colouring competition is set out below as an illustrative example.

Illustrative Example - Easter Colouring Competition

One possible activity would be an Easter colouring competition for local primary schools, with entries grouped by year group. All entrants could receive a small participation treat, with two winners from each year group receiving an Easter egg. The main direct costs would be printing, participation treats and prizes, together with any small display or presentation materials required. Any food-based treats or prizes would need to take account of school requirements and dietary or allergy considerations.

Although the direct cost of this type of activity could be relatively low, it should not be regarded as a low-administration option. Delivery would involve liaison with local schools, preparing and distributing entry materials, receiving and sorting entries, arranging judging, purchasing and allocating prizes, recording winners, publicity and distributing or returning entries and prizes. The Clerk has previously delivered a similar competition in another local council setting and is familiar with the process, but experience shows that it can be time-consuming for staff.

If members wish to explore this option, a more detailed proposal could be prepared setting out the participating schools, timetable, entry categories, judging arrangements, likely number of prizes and participation treats, maximum budget and staffing requirements before a final commitment is made.

Resources and Financial Implications

An available budget does not by itself establish that an event can be delivered. A low direct cost also does not necessarily mean a low demand on staff time. Members should consider the preparation, administration and attendance time required from staff and volunteers alongside existing responsibilities. Costs must fit within the confirmed available budget or be referred to Full Council for additional funding.

Decision Requested

To decide whether to pursue any additional activity before 31st March 2027. Members may indicate whether they wish the Easter colouring competition or another smaller activity to be explored further. Where a proposal is supported in principle, members should either agree its scope, maximum budget and delivery responsibilities, or request a costed delivery proposal before a final commitment is made.

UPTON & NORTH ELMSALL PARISH COUNCIL

Events Committee

6th October 2026

PROPOSED SCHEDULE OF EVENTS 2027/28

Purpose of Report

Members are asked to agree the proposed core events for 1st April 2027 to 31st March 2028, identify any additional activities to be explored further, and use the resulting programme to inform the budget recommendation under item 12. The options below are for consideration and are not confirmed bookings.

Programme Options

Event or Activity	Indicative Timing	Planning Considerations
Established / Continuing Events		
Community Coach Trip	Early Summer 2027	Agree the destination, coach numbers, booking arrangements and whether to use a refundable deposit, taking account of lessons from the 2026 trip.
Village Show	Late Summer 2027	Build on the first Village Show by refining the categories, judging, displays, publicity, volunteer support and use of space.
Christmas Pantomime	December 2027	Explore provider costs, performance numbers, ticketing and event arrangements, using lessons from the 2026 pantomime.
Potential New or Developing Activities		
Community Gala Day - Feasibility Proposal	Date to be considered	Complete a feasibility and cost assessment before any commitment, covering scale, venue, stalls, entertainment, first aid/security, toilets, staffing, equipment and overall resources.
Halloween Event	October 2027	Consider a small activity for local children, such as a Halloween trail, fancy-dress competition or other themed activity. The format, venue, staffing and cost would need further development.

Event or Activity	Indicative Timing	Planning Considerations
Christingle Service	December 2027	Explore a partnership service with North Elmsall Church, including the respective roles of the Church and Council, programme arrangements, volunteers and any financial contribution required.
Easter Colouring Competition	February/March 2028	Consider a competition involving local schools, including participating schools, age/year-group categories, judging, participation gifts and prizes, taking under advisement that such an event would be admin-heavy.

Priorities and Capacity

The intention is to develop a balanced and deliverable programme, rather than to include every option listed. Members may suggest alternatives, but the programme should allow sufficient preparation time between events and identify the staff, councillors, volunteers and partners needed for each one. Established events can build on experience from 2026, while new or developing activities require further work before any delivery commitment is made. In particular, a Community Gala Day would require a detailed feasibility and cost assessment.

The agreed programme should inform the 2027/28 budget request. Dates, costings and delivery arrangements can then be developed in more detail, subject to budget approval and delegated authority.

Decision Requested

To agree the proposed core events for 2027/28; identify which additional activities Members wish to explore further; agree indicative timing and priorities; and authorise the Clerk to obtain the information and costings required to develop the programme and draft Events budget. Any significant commitment outside the Committee's authority should be referred to Full Council.

UPTON & NORTH ELMSALL PARISH COUNCIL

Events Committee

6th October 2026

PROPOSED EVENTS BUDGET 2027/28

Purpose of Report

Members are asked to agree the Events Committee's proposed budget requirements for 2027/28 for recommendation to the Finance Committee, taking account of the programme selected under item 11. Final approval of the Council's annual budget rests with Full Council.

Budget Structure

For 2027/28, the Events budget has been separated into clearer headings for the Village Show, Community Day Trip, Christmas Pantomime, Event Equipment & Safety Supplies and Other Community Events. This will make it easier to monitor individual activities and distinguish recurring event costs from shared equipment and any new or developing programme.

For comparison purposes only, the current 2026/27 £9,000 Events budget has been notionally split across the new headings in the draft budget workbook, using the confirmed £2,229 Day Trip cost, £5,750 provision for the Christmas Pantomime and the remaining £1,021 as Other Community Events provision. The separately budgeted £500 Village Show provision is also shown alongside these figures. This does not retrospectively alter the approved 2026/27 budget; it provides a like-for-like comparison with the proposed structure for 2027/28.

Proposed Budget 2027/28

Proposed Provision	Expenditure	Expected Income	Net Council Cost
Village Show	£1,000	£20	£980
Community Day Trip	£2,000	£0	£2,000
Christmas Pantomime	£6,000	£200	£5,800
Event Equipment & Safety Supplies	£1,000	£0	£1,000
Other Community Events	£15,000	£0	£15,000
TOTAL	£25,000	£220	£24,780

Basis of the Proposed Figures

The Village Show provision has been increased to £1,000 to allow the event to develop following the first Show in 2026, including improved presentation, expanded categories, prizes and any additional display or specialist judging equipment required.

The £2,000 Community Day Trip provision is provisional and reflects the option of reducing future trips to two coaches. Updated coach quotations will be required before any booking is made.

The £6,000 Christmas Pantomime provision provides a planning allowance based on the scale and costs of the 2026 event. A fresh quotation and final delivery arrangements will be required for 2027 before any commitment is made.

A separate £1,000 Event Equipment & Safety Supplies provision is proposed for reusable items which may support multiple activities, such as event equipment, signage, first aid and safety supplies, rather than charging these items to an individual event each time.

The £15,000 Other Community Events provision is deliberately flexible and should be considered alongside the programme agreed under item 11. It could support the agreed combination of new or developing activities, including a Community Gala Day, Halloween activity, Christingle service, Easter colouring competition or other activity approved by the Council. Inclusion of this provision in the draft budget would not in itself commit the Council to delivering any particular event or to spending the full allocation.

Income Assumptions

The proposed £200 Christmas Pantomime income assumes 200 tickets at £1.00 each, subject to the Committee's decision on ticket pricing. The £20 Village Show income is a provisional allowance should Members agree to introduce a small entry charge. No income has been assumed for the Day Trip or Other Community Events at this stage. Any future sponsorship, stall income, ticket receipts or other contributions would be reflected when confirmed.

Resources and Priorities

The draft expenditure requirement of £25,000 represents the broadest programme currently under consideration. If Members decide not to progress some of the additional activities, particularly a larger Community Gala Day, the Other Community Events provision should be reduced before the Committee's final recommendation is incorporated into the Council's overall draft budget.

The proposed budget should also be considered alongside staff, councillor and volunteer capacity. An available budget does not by itself establish that every activity can be delivered. Detailed event commitments should only be made once the required planning, quotations, staffing and delegated authority are in place. Any unused 2026/27 budget should not be assumed to carry forward into 2027/28.

Decision Requested

To recommend an Events expenditure budget of £25,000 and an associated income budget of £220 for 2027/28 to the Finance Committee, subject to the programme agreed under item 11; confirm the priority events and activities to be supported within the proposed allocations; and identify any provisional figures requiring further quotations or development before the Council's final budget is approved.

UPTON & NORTH ELMSALL PARISH COUNCIL
DRAFT BUDGET 2027-2028
EVENTS

H

INCOME

		2026/27	2026/27	2027/28		
134 Events		Budget	Year End Forecast		Proposed Budget	Variance
NEW CODE FOR 2027/28	Day Trip Income	0.00	0.00		0.00	
NEW CODE FOR 2027/28	Village Show Income	0.00	0.00		20.00	20.00
NEW CODE FOR 2027/28	Christmas Pantomime Income	0.00	200.00		200.00	200.00
NEW CODE FOR 2027/28	Other Community Events Income	0.00	0.00		0.00	0.00
	SUB TOTAL	0.00	200.00		220.00	220.00

TOTAL	0.00	200.00	220.00	220.00
--------------	-------------	---------------	---------------	---------------

EXPENDITURE

		2026/27	2026/27	2027/28		
134 Events		Budget	Year End Forecast		Proposed Budget	Variance
NEW CODE FOR 2027/28	Village Show	500.00	380.00		1000.00	500.00
NEW CODE FOR 2027/28	Day Trip	2229.00	2229.00		2000.00	-229.00
NEW CODE FOR 2027/28	Christmas Pantomime	5750.00	5750.00		6000.00	250.00
NEW CODE FOR 2027/28	Event Equipment & Safety Supplies	0.00	0.00		1000.00	1000.00
NEW CODE FOR 2027/28	Other Community Events	1,021.00	0.00		15,000.00	13,979.00
	SUB TOTAL	9,500.00	8,359.00		25,000.00	15,500.00

TOTAL	9,500.00	8,359.00	25,000.00	15,500.00
--------------	-----------------	-----------------	------------------	------------------