**UPTON & NORTH ELMSALL PARISH COUNCIL**
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# MINUTES OF A MEETING OF THE EVENTS COMMITTEE

Held on Tuesday 6th October 2026 at 6:30pm at the Village Hall

**Present:** Councillor P Atherton
Councillor I Bell – Vice-Chair
Councillor S Birtles
Councillor E MacGregor
Councillor S Spencer – Chair

Helen Senior – Clerk & RFO

1. **To appoint the Chair of the Events Committee for the 2026/27 municipal year.**
   **RESOLVED:** that Councillor S Spencer be appointed as 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.**
   **RESOLVED:** that Councillor I Bell be appointed as 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.
   There were no apologies received as all members were in attendance.

   3.2. To consider approval of the reasons for absence.
   There were no reasons for absence to consider as all members were in attendance.

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.
   There were no declarations of interest received.

   4.2. To consider any applications for dispensation.
   There were no applications for dispensation to consider.



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5. **To receive and note the Events Committee Terms of Reference.**
   **RESOLVED:** that the Events Committee Terms of Reference be received and noted.

6. **To review the Scarborough Day Trip, including feedback and expenditure, and agree any recommendations for future trips.**
   **RESOLVED:** that the annual coastal day trip be continued, with the 2027 trip to take place on Saturday 14th August 2027.

   It was further agreed that:
   - future trips would be limited to two coaches, with a waiting list operated once all available places had been allocated;
   - a £5.00 refundable deposit would be introduced for each booking, with the deposit to be refunded once the coaches had departed;
   - options for taking bookings and payments online via the Council's website would be explored, including the possible use of an online payment provider such as Square or Stripe; and
   - an additional coach trip would also be considered for the Christmas period, with a Christmas market suggested as a possible destination.

7. **To review the Village Show, including feedback and expenditure, and agree any recommendations for future events.**
   **RESOLVED:** that the Village Show be continued and expanded, with the 2027 event to take place on Saturday 11th September 2027.

   It was agreed that officers would explore options to develop the event further, including:
   - inviting suitably experienced local individuals or businesses to judge particular categories;
   - seeking sponsorship from local businesses to help offset event costs;
   - making greater use of both the Village Hall and external space, including the possible use of a marquee for some categories;
   - retaining space for community, fundraising and commercial stalls, with a nominal charge to be considered for stalls operating for profit; and
   - making the presentation of prizes more prominent, including use of the stage for announcing winners and presenting prizes.

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.**
   **RESOLVED:** that the following arrangements for the Christmas Pantomime be agreed:
   - tickets would be charged at £2.00 per person;



Signed: _____

- adults would be charged £1.00 for a hot drink and packet of biscuits, with tea, coffee and hot chocolate to be available;
- children would receive a refreshment pack comprising popcorn, crisps, sweets, biscuits and a fruit drink;
- children would also have the opportunity to meet Santa following the performance and receive a selection box;
- Councillor Merrington would be approached in the first instance regarding the role of Santa, with alternative arrangements to be made if required;
- The Admin & Allotment Manager would be asked whether they would be willing to assist in costume as Mrs Christmas;
- additional volunteers would be sought from Members, including at least one further volunteer to assist in costume as an elf;
- the possibility of selling tickets online through the Council website would be explored, subject to the practicalities of setting this up in time for the 2026 event;
- the Council would consider using an email distribution platform to build a mailing list for future event communications;
- operational expenditure of up to £1,500 excluding VAT was approved for the event;
- the required arrangements for the entertainers were agreed; and
- Colliers Café would be approached regarding provision of a small buffet.

**9. To receive and review the Events budget position for 2026/27.**
**RESOLVED:** that the current Events budget position be received and noted.

Members were satisfied that the events delivered during the financial year had been accommodated within the approved budget and considered the remaining balance of approximately £1,000 to represent a positive position. No areas of concern were identified.

**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.**
**RESOLVED:** that a children's Easter Crafts Competition be held on 25th March 2027, using the remaining Events budget.

It was agreed that:

- children would book an hourly attendance slot between 10:00am and 2:00pm;
- materials would be provided for children to decorate a number of Easter-themed craft items, including polystyrene eggs and Easter bonnets;
- completed entries would be labelled with the entrant's name and judged by the Events Committee in separate categories;



Signed: _____

- each child attending the event would receive a small Easter egg;
- category winners would receive a larger Easter egg as a prize;
- winning entrants would be invited to collect their prizes following the judging; and
- the Clerk would approach the Library to enquire whether the event could be held there. If the Library was unavailable or unable to accommodate the event, it would instead be held at the Village Hall.

**11. To consider and agree a proposed schedule of events for the 2027/28 financial year.**

**RESOLVED:** that the following proposed programme of events for 2027/28 be approved:

- May 2027 – Indoor Spring Fayre
- Saturday 14th August 2027 – Coastal Day Trip
- Saturday 11th September 2027 – Village Show and Scarecrow Festival
- October 2027 – Halloween Trail and Pumpkin Picking
- Late November/early December 2027 – Christmas Market Coach Trip
- November 2027 – Mini Christmas Tree Lights Switch-On
- 4th December 2027 – Christmas Pantomime
- February 2028 – After Dark adult event, with a Murder Mystery proposed for the first year
- March 2028 – Children's Easter Crafts Competition

**12. To agree the Events Committee's proposed budget requirements for 2027/28 for recommendation to the Finance Committee.**

Members reviewed the draft budget and considered the anticipated costs of the proposed 2027/28 events programme. The Day Trip budget was increased to £4,000 to provide for both the annual coastal trip and an additional Christmas market trip. Members also considered the anticipated costs of the proposed smaller community events.

At this point, the meeting reached the two-hour limit prescribed by Standing Orders.

**RESOLVED:** that Standing Orders be suspended to allow the meeting to continue beyond the two-hour limit and enable the remaining business to be concluded.

Members continued consideration of the proposed event costings and determined that the Other Community Events provision could be reduced from the original draft figure of £15,000 to £7,000.

**RESOLVED:** that the proposed 2027/28 Events budget requirements, as set out below, be recommended to the Finance Committee for consideration.



Signed: _____

| Code | Heading | 2026/27 Budget | 2026/27 Year End Forecast | 2027/28 Proposed Budget | Variance |
|---|---|---|---|---|---|
| New code | Village Show | £500.00 | £380.00 | £1,000.00 | £500.00 |
| New code | Day Trip | £2,229.00 | £2,229.00 | £4,000.00 | £1,771.00 |
| New code | Christmas Pantomime | £5,750.00 | £5,750.00 | £6,000.00 | £250.00 |
| New code | Event Equipment & Safety Supplies | £0.00 | £0.00 | £1,000.00 | £1,000.00 |
| New code | Other Community Events | £1,021.00 | £1,000.00 | £7,000.00 | £5,979.00 |
| | **SUB TOTAL** | **£9,500.00** | **£9,359.00** | **£19,000.00** | **£9,500.00** |

**13.To agree the date of the next Events Committee meeting.**

**RESOLVED:** that the next meeting of the Events Committee be held on Tuesday 12th January 2027 at 6:30pm at the Village Hall.

In the absence of any further business, the Chair thanked everyone for their attendance and closed the meeting at 8:37pm.



Signed: _____