

Minutes of the meeting of the **EVENTS COMMITTEE** held in the Council Chamber,
Town Hall, Ferryhill, on **TUESDAY, 14th JULY 2026**

Present: Councillors: C Atkinson (Chair), C Bihari, V Collins, C Johnson,

Officials: K Younghusband, Events & Projects Officer

Councillor Carole Atkinson opened the Meeting as the outgoing Chair of the Committee.

EC.01.26-27 APPOINTMENT OF CHAIR FOR THE MUNICIPAL YEAR 2026-2027

Members voted on the position of Chair of the Events Committee for 2026-2027.

It was **RESOLVED** that:

1. Councillor C Atkinson is elected as Chair of the Events Committee for the Municipal Year 2026-2027.

EC.02.26-27 APPOINTMENT OF VICE-CHAIR FOR THE MUNICIPAL YEAR 2026-2027

Members voted on the position of Vice-Chair of the Events Committee for 2026-2027.

It was **RESOLVED** that:

1. Councillor C Johnson is elected as Vice-Chair of the Events Committee for the Municipal Year 2026-2027.

EC.03.26-27 APOLOGIES FOR ABSENCE

Apologies had been submitted by:

Councillor P Mountford

Councillor A Hewitt

EC.04.26-27 DECLARATIONS OF INTEREST

No declarations of interest were received.

EC.05.26-27 MEMBERS DISPENSATION

There were no members' dispensations in relation to any item of business on the agenda.

EC.06.26-27 PUBLIC PARTICIPATION

One Member of the Public was present at the meeting, but no matters were raised.

EC.07.26-27 UPDATE ON PREMISES LICENSE FOR DEAN BANK PARK

The Events & Projects Officer advised that she had undertaken the Personal License Course to be able to sell and approve the sale of alcohol, passing the Exam on 6th March 2026. This would enable her to be named as the Designated Premises Supervisor on the Premises License for Dean Bank Park.

It had been intended to transfer the existing Premises License, which was in the name of Stanley Events, into Ferryhill Town Council's name. Stanley Events, who had kept up their License for the Park even after their Events contract with FTC had expired, had however, requested that the Town Council reimburse them for the fees they had paid over the last two years, before they would agree to sign

over the Premises License. After researching the fees Stanley Events had been paying, it became clear that the Company had overpaid, having been charged for a Band E Premises instead of Band B. It was eventually decided, to avoid any confusion, that it would be easier if Ferryhill Town Council applied for a completely new Premises License in the Town Council's name, with The Events and Projects Officer named as the Designated Premises Supervisor. Stanley Events agreed not to renew their License for the Park and instead would try and recover any overpaid fees from DCC.

The Events and Projects Officer applied for a new Premises License, which received two objections: one from a local resident and one from Environmental Health. Following negotiations, both objections were eventually withdrawn, and the Premises License Application was approved on 22nd June 2026.

An Annual Fee will be payable for the Premises License going forward, which will come out of the Events Budget each year. The current fee chargeable is: £180 per annum.

EC.08.26-27 REVIEW OF RECENT EVENTS AND UPDATE ON FORTHCOMING EVENTS (April – September 2026)

The Events and Projects Officer gave an overview of recent events held by the Town Council and also provided an update on upcoming events.

1. Review of Recent Events

a. Annual Town Meeting (ATM) – 7th May 2026

To save costs, this year's ATM was held upstairs in the Town Hall. Participants and residents had been asked to confirm their attendance one week prior to the Meeting. Although there was adequate space for the number of people in attendance, it would have been difficult to accommodate additional attendees. It was agreed that further consideration needs to be given to the venue used for this event in the future, with room hire costs being sourced from a range of venues next year.

b. Armed Forces Day Celebrations – 28th June 2026

The Party in the Park Event was very well attended and ran extremely smoothly. Advertising for the event had been issued via Press Releases to both the Chapter and Northern Echo, Posters were placed in noticeboards around the Town and in Shop Windows, flyers were placed in children's schoolbags, banners were placed on the Town Hall railings and the event was also publicised on the Council's Facebook page and website. The event was further advertised widely by The Ivorson PH.

Approximately 2,000 people attended on what was a very hot day. The event comprised Stage Acts with a Compere/DJ, catering vehicles, side stalls, children's entertainment including inflatables and facepainting, and a licensed bar ran by the Ivorson PH. Picnic tables/benches, deck chairs, bins and portaloo's had been provided by AH Events and feedback from the public and participants has been extremely positive.

Sponsorship/Funding for the event had successfully been sourced from:

- Ministry of Defence (MOD) - £2,750
- County Cllrs Joe Quinn & Paul Mountford - £998
- Supportive SRC Ltd - £500
- Livin - £500
- Mel's Travel - £300

- North-East Stair Lift Company - £300
- The Anderson Group - £100
- Catertech - £50
- Anonymous Donation - £200

Total Raised = £5,698

The Total Cost of the Event was: £13,076 (AH Events Fee + £76 for Publicity), which meant that the Total Cost to Ferryhill Town Council was: £7,378.

Councillor Bihari confirmed that he had received a couple of complaints from residents about the noise from the event, but most people were extremely positive.

A small Flag Raising Ceremony had also taken place to mark Armed Forces Day, which had been held in the Town Hall Garden on Friday, 26th June and was officiated by Mayor, Councillor Curtis Bihari.

c. Durham Caravan Club Rally

Sadly, this year's Caravan Rally due to be held at Mainforth Sports Complex by Durham Caravan Club was cancelled at the last minute. A flat fee of £250 plus VAT was due to be received from the Club, which would have gone back into the Events Budget. The Club had confirmed that they would attempt to organise the event again next year.

d. Miner's Banner Parades (10th / 11th July 2026)

Although not an FTC event, the Town Council, as in previous years, had helped to facilitate this year's Annual Miner's Banner Parades, providing Traffic Management/Road Closure support, submitting a SAG Application to the Local Authority and assisting with Risk Assessments.

There had been a little bit of confusion amongst bus drivers at the Friday night Parade, but this was due to information not having been filtered down to individual bus drivers. Advance warning signs notifying drivers about the road closures had been in situ two weeks prior to the event.

The cost of the Event to Ferryhill Town Council was: £2,585.

2. Update on Forthcoming Events

a. Ferryhill in Bloom (FIB) 2026

Judging of this year's Competition would be taking place on 21st July 2026. FIB was once again being sponsored by Windlestone Nurseries, who would be paying half the cost of the Vouchers for the Winners of the Competition. The remaining costs associated with FIB i.e. Half the Cost of the Vouchers and The Presentation Evening would be taken from a separate FIB Budget, with no monies being taken from the Events Budget.

The number of entries received for the Competition was lower than last year, which was most likely due to a combination of reasons including the hot weather that had recently been experienced.

Allotment Plots/Sites would be judged separately with awards being made for Best Plot on each site and Best Overall Allotment Plot and Allotment Site across all sites.

Judging would be carried out by FTC's Neighbourhood Manager and a member of the Works Team from another local Council.

b. Civic Awards 2026

9 Nominations had been received. These were considered under the Confidential Item on the Agenda (Minute Number: EC.11.26-27).

c. Senior Citizens Trip to South Shields

The trip would be held on Thursday, 23rd July. It is always held on the first Thursday of the School Summer holidays to ensure enough buses are available. Griersons Bus Company would be providing up to 4 buses for the trip as required.

Stewards on the Buses would be Cllrs Carole Atkinson, Joe Quinn, Tony Hewitt and Vicky Collins.

Stewards were asked to attend the Town Hall early on the morning of the trip to pick up 'Contact Cards,' which would be printed with stewards' numbers on. Stewards would need to hand these out to residents attending the trip along with a questionnaire inviting residents to vote for their preferred destination for next year's trip (2027). Questionnaires would be collected on the return bus journey.

The total cost of the Trip to FTC would depend on the number of buses used on the day and also the amount of money raised on the sale of bus tickets.

d. Art, Photography & Poetry Competition – 27th July to 7th August 2026

This year's Art, Photography & Poetry Exhibition will offer both a physical and online exhibition. The Exhibition is a fun Competition with no strict judging criteria. Members of the public will simply vote for their preferred work in the following categories:

- Best Artwork
- Best Children's Artwork (under 18). NOTE: If lots of entries were to be received then different age categories would be introduced.
- Best Photograph
- Best Children's Photograph (under 18). NOTE: If lots of entries were to be received then different age categories would be introduced.
- Best Poetry
- Best Children's Poetry (under 18). NOTE: If lots of entries were to be received then different age categories would be introduced.

Queries had been raised regarding the possibility of including a Digital Art Category in future years. Members agreed that a separate category should be introduced next year for Digital Art.

e. Summer Gala - 15th & 16th August 2026

All arrangements have been made for this year's Summer Gala. To save costs no road closures will be in place, with all entertainment taking place in the Market Place Car Park or the Town Hall and Garden. On the Saturday of the event, only show rides and catering vehicles will be in operation in the Market Place Car Park. On Sunday, show rides will be joined by a range of other activities:

- Animal Encounters will be bringing a range of exotic animals to the event for people to look at. This will be held in the Council Chamber.

- Face painting, glitter tattoos and children's entertainment will be held upstairs in the Town Hall.
- Stalls will be held in the Town Hall Garden selling a range of products.

A SAG Application submitted to the Local Authority had been signed off and First Aid would be provided by Salus Medical throughout the event.

Income is expected to be received, totaling £1,084 from Stall Fees and Hire of the Market Place Car Park by Turners Fun Fair.

The total cost of the event to FTC was expected to be: £656 (£1,740 income - £1,084 expenditure).

f. Presentation Evening – 24th September

The Masonic Hall has once again been booked for Ferryhill's Annual Presentation Evening. Presentations will be made to:

- FIB Winners
- Art, Photography & Poetry Winners
- Civic Awards
- Outgoing Councillors
- Honorary Burgess
- Mayor's Special Award

This event is funded through the FIB Budget, and therefore no costs will be taken from the Events Budget for the event.

It was **RESOLVED** that:

1. A range of venues be explored with costs sourced for next year's Annual Town Meeting;
2. A separate category be introduced for Digital Art for next year's Art, Photography & Poetry Exhibition.

EC.09.26-27 CONSIDER EVENTS BUDGET

The Events & Projects Officer gave an update on the Events Budget.

The Budget was originally set at £15,000 for 2026/27. An underspend of £2,450 was, however, carried over from 2025/26 raising the Available Budget for the year to £17,450.

It is predicted that a minimum of £7,384 Income will be generated through Sponsorship, Grant Funding, Stalls, Show Rides and Ticket Sales throughout the year therefore increasing the Budget available to £24,834.

Expenditure totaling £19,711 has been committed to date, for the Armed Forces Day Party in the Park event, Miner's Banner Parades, Art, Photography & Poetry Competition, Civic Awards, Senior Citizens Trip and Summer Gala. This would leave an available balance of £5,123.

It is estimated that Remembrance and Christmas Events will cost in the region of £3,000. It is therefore predicted that there will be an underspend of approximately £2,123 at the end of the financial year to carry forward into 2027/2028.

Members were reminded that next year’s Fireworks event is likely to cost in the region of £16k. Ticket sales ordinarily raise £3,000 at this event, which would mean a cost to the Council of £13k. This would only leave £4,000 to deliver all other Events in the Annual Programme (£17K - £13K= £4k). Additional monies would of course be generated from ticket sales for the Senior Citizens Trip and by Turners Funfair hiring the Market Place Car Park in the Summer, but this would still make the budget extremely tight, especially as implications of the new Martyn’s Law would mean that additional Security Staff (SIA’s) would be required for larger events, which would be costly going forward.

EC.10.26-27 EXCLUSION OF PRESS AND PUBLIC

Members moved the following motion:
“That in accordance with the provision of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council do now exclude the public and press for the remaining items on the agenda by reason of the confidential nature of the business to be transacted, since publicity would be prejudicial to public interest.”

EC.11.26-27 CONSIDER CIVIC AWARD NOMINATIONS RECEIVED

Members considered the 9 nominations received for this year’s Civic Awards.

2 Nominations had been received for one nominee, who had already received a Civic Award in 2022 and was therefore not eligible to receive a further award. This information would be conveyed back to the two people who had submitted the nominations.

It was agreed that all other nominees should receive a Civic Award, and that the award criteria relating to the maximum number of recipients being awarded a Civic Award in any one year be increased to 8.

It was further agreed that the award criteria be amended to allow an individual whose nomination included paid work to be permitted, but only in exceptional circumstances, such as length of service being over 30 years.

It was **RESOLVED** that:

- 1. The Events & Projects Officer informs the two people that had nominated an individual for a Civic Award, who had already been awarded one previously, that unfortunately their nominations had been unsuccessful.
- 2. The remaining 7 nominations received for the 2026 Civic Awards are successful.
- 3. The Civic Awards criteria be amended to permit a maximum of 8 Awards to be presented per year.
- 4. The Civic Awards criteria is amended to allow an individual whose nomination includes paid work to be permitted, in exceptional circumstances.

There being no further business, the meeting was officially closed at 7.20pm.

CERTIFIED AS A TRUE RECORD

CHAIR.....

DATE.....