

Minutes of the Events Committee
Meeting held on 04 June 2025
In the Large Meeting Room at the Library building

Councillors present: French, Varley, Ward
Councillors not present: Bhatt, Cornwall, Healy
In attendance: Three members of the public (including one Councillor) and the Town Clerk

A. ELECTION OF CHAIR

RESOLVED that:-
Cllr Ward be elected Chair of the Committee.

B. TO NOTE ANY APOLOGIES FOR ABSENCE

An apology for absence had been received from Cllr Cornwall.
RESOLVED that:-
the apology be noted.

C. DECLARATIONS OF INTEREST

No declarations of interest were made.
RESOLVED that:-
the information be noted.

D. TO CONSIDER AND MAKE INITIAL ARRANGEMENTS FOR FORTHCOMING EVENTS

(i) PROPOSED EVENTS

The Committee considered events traditionally held and discussed the possibility of extending the range of events throughout the year. Following a full discussion it was DECIDED that the Council be recommended to approve the following list of events:-

<u>Date</u>	<u>Event</u>	<u>Proposed Location</u>
09/08/25	VJ Day party in the park	Recreation ground
13/09/25	1940s Day	Station Rd and High St
11/10/25	Street Market	Havelock St, High St / Station Rd
30/10/25	Pumpkin carving & parade	Station Rd and Heritage Centre
28/11/25	Gala night	Station Rd and High St
04/04/26	Street Market	Havelock St, High St / Station Rd
—/04/26	Family fun day	Recreation ground
04/07/26	Street Market	Havelock St, High St / Station Rd

(ii) ROAD CLOSURES

The Committee expressed concern at the recent incident in Liverpool and it was RESOLVED that the road closure request for 1940s Day and for Gala Night should be for the entirety of Station Road and the portion of High Street between Saxon Close and Buckwell Close.

(iii) STAFFING

It was DECIDED that staffing for events would be entirely by volunteers.

(iv) CANCELLATION PROTOCOLS

It was suggested that advice be taken on the process and protocols involved in if cancellation of any event was required to be considered and clarification be sought on whether any planned activity could continue.

(v) VJ DAY - 09 AUGUST 2025

The Committee suggested that the event to celebrate VJ Day should be held in the Dunkirk Avenue Recreation ground on 9 August 2025 and should be a “party in the park” style picnic event. It was suggested that entertainment be provided together with refreshment stalls and traders along the lines of the Coronation event. It was also suggested that two standard and two accessible portable toilets be provided. Other specific arrangements were suggested as set out in Appendix A.

(vi) STREET MARKETS - 10 OCTOBER 2025, 04 APRIL 2026, 04 JULY 2026

It was noted that there were markets in Rothwell on the third Saturday of month and it was not intended to compete with those. It was suggested that three markets be held each year in April, July, and October. It was also suggested that the markets could include some entertainment and might possibly be organised by third party operators in the first instance. It was suggested that stalls be located in Havelock Street, High Street, and Station Road necessitating road closures.

(vii) PUMPKIN CARVING AND PARADE - 30 OCTOBER 2025

It was suggested that a pumpkin carving competition be held possibly in the Heritage Centre on 30 October 2025 with a parade to be held along Station Road (with battery operated tea-lights).

(viii) 1940s DAY - 13 SEPTEMBER 2025

The Committee considered the immediate issues for the event. It was RESOLVED that specific arrangements as set out in Appendix A be approved.

(ix) GALA NIGHT - 27 NOVEMBER 2025

It was RESOLVED that the arrangements broadly follow previous years but savings on the cost of the Christmas tree be sought.

(x) FAMILY FUN DAY - APRIL 2026

The Committee suggested that a family fun day be organised in the Dunkirk Avenue Recreation ground in April 2026 to include local groups working with children and young people

The meeting closed at 20:02

Appendix A

No.	Item	Comment	1940s	VJ Day
1	Event Date		13/09	09/08
2	Theme		1940s	VJ Day
3	Location	Station Road / High Street	Street	Rec
4	Road closure	a) Entire Station Road b) 09:00 - 18:00 c) High St in front of little co-op d) TC to apply	a) Y b) Y c) Y d) Y	N/A
5	Road Barriers	a) Substantial barriers needed to protect pedestrians and participants	Y	N/A
6	Timetable		Noon - 4	Noon - 5
7	Music - Acts	a) To be determined	Y	Y
8	Stalls and gazebos	a) Pitch fee £15 b) Gazebo hire £15	Y	Y
9	Commercial rides etc	a) Fee for commercial £tbc b) Provision of insurance / safety certificates	a) Y b) Y	a) Y b) Y
10	Food / drink	a) Must be 5* rating b) Provision of insurance / safety certificates	a) Y b) Y	a) Y b) Y
11	Delivery of letters to frontagers	Requirement of road closure	Cllrs	N/A
12	Stewarding / staff	Volunteers and Councillors (potential backup agency staff)	Y	Y
13	Posters and banners	a) Based on last year's template - TC to investigate joint event banner b) Erect / remove / deliver	a) Y b) Cllrs	a) Y b) Cllrs
14	First Aid	Scouts as before, TC to request	Y	Y
15	Power supply		Hired generator	Investigate
16	BANNED	a) Animals b) Inflatables c) "Axis" powers representations of any kind	a) Y b) Y c) Y	a) Y b) Y c) Y
17	Litter	a) Nothing special needed b) Stallholders to remove own c) Check charges with NNC	a) Y b) Y c) Y	a) Y b) Y c) Y
18	Cancellation protocols	As before - investigate what could continue	Y	Y
19	Flypast	To be confirmed	Y	Too late
20	Vehicle cavalcade	a) Route as before b) Booked in advance - online minimal details	a) Y b) Y	N/A
21	Toilets	a) Accessible and standard b) Located Mansefield Close	a) 1 + 1 b) Y	a) 2 + 2 b) Field
22	Newspaper	a) As before, printed	Y	N/A
24	Refreshments	a) Scouts to be requested to run as usual b) Comps for vehicle occupants and volunteers	a) Y b) Y	N/A
25	Not in event	Consider how to prevent public confusion with elements not part of official event	Invite businesses to make a contribution if they want to be on the	N/A