Armthorpe Parish Council

13th October 2026

Dear Councillor,

Notice is hereby given that a meeting of the Events Committee be held at Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe on Tuesday, 20th October 2026 at 6pm, when your attendance is required.

Yours Sincerely

Sarah Youngman

Clerk to the Council

AGENDA

1. Election of Chairperson.
2. Election of Vice Chairperson.
3. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
4. Declarations of Personal and Prejudicial Interest, if any.
5. To receive apologies for absence.
6. To consider for approval the reasons given for absence.
7. To approve the Minutes of the meeting of the Events Committee held on 15th September 2026 (enclosed).
8. To receive an update on the arrangements for the Village Fun Run/Gala to be held on 30th August 2027.
    a. Car parking
    b. Site layout
    c. Costs
    d. Consideration to Martyn's Law (enclosed).

Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG

Tel: 01302 830543

9. To discuss the arrangements for the following events and agree further actions if necessary:

    a. Children's Halloween party: Friday 30th October 2026.
        i. Review of the Events Management Plan and Risk Assessment (enclosed).

    b. Firework event: Wednesday 4th November 2026.
        i. Review of the Events Management Plan, Traffic Management Plan and Risk Assessment (enclosed).
        ii. To consider the costs pitch fees.

    c. Remembrance: Sunday 8th November 2026.
        i. Review of the Events Management Plan, Road Closure Plans and Risk Assessment (enclosed).
        ii. To agree a date to install lamppost poppies.

    d. Christmas market & Christmas light switch on: Saturday 12th November 2026.
        i. To agree a budget for Santa's Grotto gifts.

    e. Children's Christmas Party: 4th December 2026.

    f. Christmas tea events: Friday 11th December and Saturday 12th December 2026.
        i. To consider the draft notice to residents and agree a date to publish the notice (enclosed).
        ii. To agree a date to release tickets for the event.

10. To receive an update from the Events Assistant and agree further updates if necessary.

11. Correspondence: Autumn Photography Competition (enclosed).

12. To approve the date of the next meeting: Tuesday 17th November 2026 at 6pm.