



MINUTES OF THE MEETING OF THE EVENTS SUB COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 15 JULY 2025

PRESENT:

Chairperson: Councillor C Head.

Councillors: A Barrington, L Bradley, and C Brodhurst Brown.

Also present: S Youngman: Clerk to the Council, and Daisy Youngman: Events Assistant.

12 APOLOGIES

Apologies for absence were received from Councillor E North and S Rose.

RESOLVED: To approve the reasons for absence.

13 ITEMS TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM

None.

14 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

No declaration of personal & prejudicial interests raised.

15 MINUTES OF THE MEETING HELD ON 17 JUNE 2025

Council members were provided with a copy of the minutes.

RESOLVED: To approve the minutes as a true record of the meeting.

16 ARMTHORPE COMMUNITY THEATRE

Councillor A Barrington provided members with an update on the activities carried out by the group. A request was made for the following timings to be followed for performance evenings:

40-minute performance, 20-minute interval, 40-minute performance followed by the bar remaining open for 30 minutes after the performance.

RESOLVED: To approve the timings.

A suggestion was made for the group to hold performances at other venues with rehearsals taking place at Armthorpe Community Centre.

RESOLVED: Not to approve the request due to the group receiving free lettings.

17 REVIEW OF EVENTS

Seaside Trip: 27th June 2025

Council members noted that the event had been enjoyed by everyone attending, the Clerk raised concerns with residents exchanging tickets without any notification which caused issues with the list of guests and emergency contact details.

RESOLVED: That ticket holders will be informed that tickets are non-transferable, and only individuals listed will be permitted to attend the trip.

18 TO DISCUSS THE ARRANGEMENTS FOR THE FOLLOWING EVENTS 2025 AND AGREE FURTHER ACTION IF NECESSARY

Miners Memorial Event: 7th September 2025

The Clerk advised that Markham Main Colliery Brass Band had been invited to perform at the event but had not yet confirmed. A discussion took place regarding the reading of the names and inviting dignitaries.

RESOLVED: To invite Captain Andrew Payne and Denise Stothard from The Church of St Leonard and St Mary to deliver the service, and for MP Sally Jameson, Baroness Winterton of Doncaster and the Civic Mayor, Tim Needham to be invited to the event.

The Clerk was also asked to contact Frank Tyas to discuss the reading of the names.

Children's Halloween Party: 31st October 2025:

Council members discussed the catering options for the event.

RESOLVED: To provide hotdogs and cupcakes.

Firework Display: 4th November 2025:

Council members were provided with quotes to provide welfare and lighting facilities at the event.

RESOLVED 1: To approve the quote received from Omni Eco at a cost of £1,040.00 plus VAT for festival toilets and lighting.

RESOLVED 2: To approve the quote received from Nicholls Loo Hire for an accessible toilet at the cost of £110.00 plus VAT.

Council members were provided with a quote from D B Entertainment for the provision of a Rodeo Bull.

RESOLVED: To approve the quote at a cost of £570.00 plus VAT.

Remembrance Parade: 9th November.

Councillor C Brodhurst Brown advised that a meeting had been arranged with Captain Andrew Payne from The Church of St Leonard and St Mary to review the arrangements of the event.

Christmas Market & Christmas Light Switch On: 22nd November:

A discussion took place regarding extending the Christmas lighting scheme to include the new developments off Hatfield Lane. The Clerk agreed to obtain costs and enquire about sponsorship from the developers.

Councillor L Bradley advised that she could invite Ben Parkinson MBE to switch on the lights.

Children's Christmas Party: 5th December 2025: No updates.

Christmas Tea Events: 12th & 13th December 2025:

Council members discussed the list of invited guests:

RESOLVED: To invite MP Sally Jameson, Baroness Winterton of Doncaster, the Civic Mayor, Tim Needham and Ben Parkinson MBE to the event.

Councillors A Barrington and C Head agreed to arrange the raffle prizes for the event.

The Clerk advised that Markham Main Colliery Band had been invited to perform at the event but had not yet confirmed.

Civic Carol Service: 21st December 2025: No updates.

19 EVENTS ASSISTANT UPDATE

The Events Assistant attended the meeting to provide the following updates:

1. Cocktail evenings: Work is ongoing to ascertain the full costs for providing the event. The cost for a singer to perform at the event is £150.00 for a four-hour session. Tickets could be sold for £15.00 which would include cocktail samples and a tasting board.
2. Quiz nights: Arrangements ongoing, quiz sheets have been sourced.
3. Wedding Packages: The annual cost for a licence to hold weddings within the community centre is £1,710.00. Work is ongoing to source local providers for catering, table decorations and flowers, once further information has been obtained affordable packages can be created. Council members suggested consulting with the public to see if there would be a demand for getting married at the community centre.
4. Social Media: A request was made to create an Instagram account for the Parish Council in order to engage with more residents.

20 WEBSITE AND BRANDING

The Clerk made a recommendation for a new website to be considered as the current website is insecure and out of date. A preliminary meeting has taken place with a company and discussions led to the requirement for a brand to be developed to help build trust and create an identity that reflects the vision of the parish council. Council members were provided with the costs to create a brand and a website.

RESOLVED: For further costs to be obtained and presented to Full Council in September.

NEXT MEETING DATE

RESOLVED: To meet on 16th September 2025 at 6pm.

Re: Remembrance Event

From: Graham Head

Sent: Thu, 17 Jul, 2025 at 13:53

To: clerk@armthorpeparishcouncil.co.uk

Hi Sarah,

The price for the hire of sound equipment with engineer in attendance for this years Remembrance service will be £390.00 including vat.

Regards

Graham

On Wednesday 16 July 2025 at 11:38:47 BST, clerk@armthorpeparishcouncil.co.uk <clerk@armthorpeparishcouncil.co.uk> wrote:

Hi Graham,

Could you please provide a quote to provide a PA System for our Remembrance Service on Sunday 9th November.

We will need the same arrangements as last year.

Kind Regards

Sarah