



Meeting	Full Council
Date	Wednesday 3 September 2025
Report Title	FC.25.074 RECEIVE update from Events Working Party and Agree actions
Author:	Projects Officer, Johanna Hutcheson

Officer's Recommendations:

1. To agree Christmas and Cinema Night events costs, as detailed below. To be assigned to budget line: 76, Community Events

Christmas Event 2025 (29 November)

To approve spends agreed/recommended by Working Party:

ITEM	ITEM COST	NUMBER OF ITEMS	TOTAL	NOTES
Stewarding	£19.25	56	£1,078.00	PLUS VAT 8 x staff, 10 x radio, 1100 - 1800
T.E.N	£21.00	1	£21.00	Bar/Music TBC
Entertainment 1			£2,295.00	
Christmas Fun Stalls	£2,495.00	1	£2,495.00	Christmas activity stalls & 2 x staff members: globe, surf simulator & stall
Marketing	£0.00	0	£0.00	In house
PA System	£375.00	1	£375.00	
Generator			£0.00	Steve G to confirm cost
Face painter	£0.00	1	£0.00	
Pony rides	£600.00	1	£600.00	Subsidise pony rides to value of £600.00, so each ride costs £3.50
First Aid			£375.00	Medical risk rating for event: <20 (4).
Street Trading License			£0.00	SDC to waiver of fee - confirm for 2025. Applied.
Car Park Closure	£50.00	1	£0.00	
Rope & Post for stage area	£0.00	1	£115.00	
Advanced warning notices for road closure	£15.00	8	£50.00	Update for this year
External road closure signs & closure	£795.00	1	£945.00	As per FC meeting in January 2025
TOTAL			£8,349.00	

Note: road closure cost increase, WP have decided on 2 x large entertainment pieces



Community Cinema 2025 (20 September)

To approve spends agreed/recommended by Working Party:

Item	Not. Inc VAT	
Cinema Hire	£ 1,995.00	
TEN	£ 21.00	
First Aid (internal)	£ -	
Toilet Hire	£ 220.00	
FilmBank Media Licensing (screening)	£ 219.00	
DVD	£ 9.67	
Books: colouring competition	£ 20.00	
PRS	£ -	
	£ 2,464.67	

Community event budget update:

76 community events budget £15,000.00

EMRS £7258.80

Actual payment: £5,118.00

Spend Forecast: £10,813.67

For information purposes only – the following was approved at FPGP Committee in March 2025:



Christmas event

Committee RESOLVED the budget as follows

ITEM	ITEM COST	NUMBER OF ITEMS	TOTAL	NOTES	
Stewarding	£19.25	56	£1,078.00	PLUS VAT 8 x staff, 10 x radio, 1100 - 1800	Other quotes obtained.
T.E.N	£21.00	1	£21.00	Bar/Music TBC	
Entertainment 1			£2,295.00		
Christmas Fun Stalls	£2,495.00	1	£2,495.00	Christmas activity stalls & 2 x staff members: globe, , surf simulator & stall	
Pony rides	£600.00	1	£600.00	Subsidise pony rides to value of £600.00, so each ride costs £3.50	
Road Closure	£95.00	1	£95.00	SDC	
Advanced warning notices for road closure	£15.00	8	£50.00	Update for this year	
External road closure signs & closure	£795.00	1	£945.00	As per FC meeting in January 2025	
TOTAL			£8,325.33		

FPGP.24.054 To RECEIVE update from Events working party and AGREE actions

VE Day

Work is ongoing to write a piece with a local resident on their War time experiences.

Committee RESOLVED to commit £479 for the lighting of the beacon with Coates Fireworks.

Community Cinema event

Committee RESOLVED to appoint company A - Skylight cinema

Item	Not. Inc VAT
Cinema Hire	£ 1,995.00
TEN	£ 21.00
First Aid	
Toilet Hire	
FilmBank Media Licensing	£ 153.00
	£ 2,169.00

- Capacity for event: EC = TA 165,406ft² / 6 = 27,567. Cinema night: 350 with Eventbrite booking (online).
- 3.5-hour event.
- 2 toilets needed. Medical risk rating is <20, in-house first aider x 2. Toilets are in the club house, and first aid to be provided internally.
- Date: Saturday 20th September date suggested by Club.
- Catering: Doorstep. Local ice-cream provider contacted. Popcorn stand to be found.
- Dressing of the area with bunting and fairy lights TBC.
- Marketing to start in the summer.

Youth Summer Event

Committee RESOLVED to postpone a large scale event
HAF summer program will still go ahead.