WETHERBY TOWN COUNCIL
MINUTES OF THE EVENTS COMMITTEE MEETING

Date: **Tuesday 15th September 2026**
Time: **7.00pm**
Location: **Court Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE**

Present:
Councillor Coates
Councillor Roberts
Councillor Buckle (Chair)
Councillor Nicholson
Councillor Ciarrocca *(formerly Lavocah)*

In attendance:
Town Clerk
Assistant Clerk
Facilities Officer
Facilities and Environmental Assistant
Councillor Carr

MINUTES

Councillor Buckle addressed members of the meeting, clarifying good meeting manner and conduct.

1. **Apologies.**
Local Government Act 1972, s 85 (3)
It was **RESOLVED** that apologies be received, and reasons for absence accepted, from Councillor Smith.

2. **Declarations of interest** – None.
Localism Act 2011, s 31
Members' Code of Conduct, para. 13-18, 19-20

3. **Public participation** – None.
Public bodies (Admission to Meetings) Act 1960, s 1 (3)

4. **Events Committee – Terms of Reference.**
The new Terms of Reference for the Events Committee, as approved at Full Council on the 8th September 2026, was **RECEIVED** and **NOTED**.

A copy can be found on the Town Council's Website on the Policies and Information page.

5. **Event Schedule**
The committee **NOTED** the dates of the following upcoming events:

- Bonfire & Fireworks event – 7th November 2026
- Remembrance Day Parade – 8th November 2026
- Window Dressing Awards – 5th December 2026
- Jubilee Awards – 5th December 2026
- Carol Concert – 5th December 2026
- Dickensian Fair – 13th December 2026
- New Literacy Event – August 2027 (Provisional date)

6. Updates

Updates were received on the flowing items.

6.1. Bonfire Night 2026

The Council received a work plan for the event. It was **NOTED** that all staff are aiding in its organisation.

Members were asked for their help in the delivery of the event and in advertising and promoting the events sponsorship packages. The deadline for sponsors is the 25th September 2026.

The committee briefly discussed options to add a charitable donation to ticket sales however agreed that in order to keep ticket costs as low as possible, that a charitable addition should not be applied to ticket sales. Tickets will remain at £5 per person. Children under 2 years of age enter free of change.

Members re-discussed the use of silent fireworks, including the use of drone shows, however noted that initial investigations into options discussed were not cost effective.

6.2. Remembrance Sunday 2026

NOTED arrangements for the collection of wreaths ahead of the Remembrance Sunday Parade. It was **NOTED** that wreath payments will be organised by the Wetherby and District RBL, with collection being offered through the weekly Councillor Surgery.

6.3. Christmas event – Light Switch on and carol service

The following items 6.3, a-b, were discussed in the round.

It was **NOTED** that as this is the first-year, taking on the Christmas Light Switch-on and carol service from the Wetherby Business Association, that this year's event will be kept traditional. A provisional start time of 4:30pm and an end time of 8pm was discussed. All Christmas period events, including the Window Dressing Award and the Jubilee Award, will be held on the same day as part of the light switch-on.

Contact has been made with the Leeds Lights Team, and the Christmas Lights Volunteer team, who will be installing and providing power to Wetherby's Christmas Lights.

The committee discussed options for a celebrity appearance at the Light Switch-on event. However, it was **AGREED** not to proceed with a celebrity appearance this year, instead having a 'Santa' or similar figure turning on the lights.

Councillor Nicholson to contact local schools enquiring about attendance at the Light-Switch-on and Carol Concert, and the Annual Christmas Film Screening.

a) Window Dressing Award

Councillor Buckle to provide the winning prize hamper for the Window Dressing Awards.

b) Jubilee Award.

See item 6.3 for information.

6.4. Christmas Film Screening.

The committee discussed options for a Christmas Film Screening. It was **NOTED** that due to licencing requirements, which films to be shown are limited to those available through Film Bank Media.

Two screenings will be available at different times for Children and Adults. Members of the public will be consulted on the film options via Facebook poll.

7. **Budget Allocation**

The committee **NOTED**, that following agreement of the budget at the Full Council meeting on the 8th September 2026, the Events Committee will have use of up to £10,000 of interest generated from CIL monies in the Town Council's High interest account, towards events and anything required towards the provision of events.

The committee **NOTED** that the council should still work towards ensuring that events are self-sustaining where possible.

8. **Items for information**.

Thanks were extended to all the staff undertaking tasks to organise the above events.

9. **Date of the next Events Committee meeting.**

The date of the next meeting of the Events Committee was confirmed as taking place on the *17th November 2026*.

The meeting closed at 6:22pm.
These minutes were recorded and prepared by Assistant Clerk.