



Meeting: Amenities	Date: 11 November 2025
Agenda Item No 6: To receive an update on arrangements for community and civic events.	Ref: MAAMMNOV25Doc1
Does the Committee have delegated authority to approve the decision?	Yes

Remembrance Day Parade:

At the time of writing, all plans are in place for the Remembrance Sunday Parade on 9 November. The statement regarding the rationale behind this year's decision had been circulated and made available to the public. There has been less negative feedback this year.

A verbal report will be provided at the meeting.

Christmas Event:

This year's event will take place on Thursday 18 December at the Community Centre and Church. The venues have been booked. The entertainment has also been booked as follows:

- Father Christmas
- Community Art Group (Christmas Crafts)
- Liz Ferrie
- Church Youth Band

A request has been made to Friend for Upton Library for members to help with refreshments.

Members agreed earlier on in the year to follow the same timetable and format as last year's event as follows;

TIME	ACTION	NOTES
3.30pm	Set up	Volunteers required. Set up tables / chairs Grotto Decorations Refreshments (both kitchens)
4.50pm	Staff, volunteers and marshals take up their roles/positions.	Outside Operations Team will marshal the main entrance to the community centre. Two marshal volunteers to cover the pedestrian entrance.

		Two staff members at the front of the building. All wearing high vis tabards.
5.00 – 5.15pm	Public start to arrive.	Staff volunteers to direct public to safe places and oversee.
5.20pm	Father Christmas arrives on vintage Harley Davidson motorbikes and enters the community centre, greeting people as he goes. Members of public to follow him in.	Mayor formally welcomes attendees and then Father Christmas who has to dash off.
5.30 – 6.30pm (approx.) Community Centre Hall	Event starts with Christmas crafts in the community centre hall and Santa's Grotto. Refreshments available from hall kitchen. Christmas music playing in the background. Father Christmas returns (approx. 5.45pm) and children invited to visit him in his grotto (one table at a time).	Refreshments will be served from the kitchen serving hatch in the community centre. Friends of Upton Library have agreed to provide volunteers. Additional volunteers (councillors) may be required to assist.
6.30pm – 7.00pm Church	Christmas themed musical entertainment from Liz Ferrie.	Carols to be sung towards the end and attendees encouraged to sing-a-long (with lyric sheets)
7.10pm – 7.30pm Church	Church Youth Band Play	
7.30pm Church Lounge	Refreshments served from Church Lounge whilst Frayed Strings are playing.	
8.00pm	Event ends.	

At last year's event there was a lucky dip in Santa's Grotto full of small gifts for the children. As an alternative put forward for this year's event is Christmas themed books. The high street retailer, The Works, offers a reasonably priced bundle of Christmas themed story books for £1 each book: <https://www.theworks.co.uk/p/childrens-book-collections/the-christmas-advent-collection-24-kids-picture-books-bundle/9781788818926.html>

Publicity will commence soon.

Community Picnic In The Park:

This will take place on Saturday 27 June 2026, 1pm-5pm. All staff have been informed and have agreed to be available. Booking enquiries/requests have been made with:

- Stage
- Face Painter
- Bouncy Castle
- Climbing Wall
- Brass Band.
- Falconry.
- Jamie Jigsaw.

The new Community Projects and Support Officer will be tasked with taking these plans further forward.

Budget for Civic Events

Members are reminded that the total budget for civic events in 25/26 is £8000. As at 31 Oct 2025, the total spend has been £5,396. The cost for the traffic management company for the Remembrance Parade road closure is £1055 to be paid following the event. The Civic Event budget balance would be £1,549.

RECOMMENDATIONS:

1. To note the outcome of the Remembrance Day Parade arrangements.
2. To note the update on the arrangements for the Christmas event and agree the gift options.
3. To note the update regarding the arrangements for Picnic In The Park 2026.
4. To note the budgetary spend so far for 'Civic Events'.

KO

05.11.25