

Horden Parish Council

Horden Social Welfare Centre
Seventh Street
Horden, County Durham
SR8 4LX
Tel: 0191 518 0823

17 October 2025

Dear Member

You are summoned to attend the Horden Parish Council Meeting to be held in Horden Social Welfare Centre, Seventh Street, Horden on Thursday 23 October 2025 at 6pm.

HORDEN PARISH COUNCIL ORDER OF BUSINESS **Meeting to be held 23 October 2025**

1. **Apologies for Absence** – to consider for approval.
2. **Declarations of Interest** – to receive declarations of interest from Members on items of the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct.
3. **Public Participation** – to receive any representations or questions from the public in accordance with standing orders 3 e-g. ***Members of the Public are invited to address the Parish Council on matters relating to the agenda for up to 3 minutes per person during a period not exceeding 20 minutes.***
4. **Events Management** – to consider the report.



Samantha Shippen
Clerk to the Council
17 October 2025

To: All Members of Horden Parish Council/cc Public Notice

HORDEN PARISH COUNCIL

1 Background

- 1.1 An email was sent to the Events Working Group to attend a meeting to be held on 16th September. Two council members were in attendance.

2 Recommendations for consideration

- 2.1 Approval is sought for the go ahead of the Lantern Parade led by Creative Youth Opportunities quoted at £500 for the following:
Planning and Preparation
Staff coordination and a Risk Assessment to escort children and their parents/guardians from the Welfare Centre to the Memorial Park for the annual Christmas Tree Lighting event to be held on the agreed day of 3rd December. To make this an annual event
- 2.2 The working group discussed an alternative use for this £500 budget which is to have Santa to hand out a small bag of sweets or a small gift to all children entering or leaving the Memorial Park. The person in question has been approached and they have agreed and are DBS checked. This would involve volunteers wearing a hi-vis vest, to keep the entrance to the Memorial Park clear and to use barriers that are already in place for crowd control to clearly define the queue and to direct the flow to prevent overcrowding and to ensure a safe navigation to the exit. To have signage if required.
- 2.3 Cost of sweets and bags total approximately £50
Cost of small gift total approximately £150
- 2.4 £500 budget has already allocated within the events budget for the Lantern Parade

3 Alternative Proposal from Creative Youth Opportunities

- 3.1 Creative Youth Opportunities to purchase some simple resources to create 50 Lanterns with the hope that these can be displayed in the Memorial Park and be removed after the service. Creative Youth Opportunities would like to be part of this Christmas Tree Lighting event Cost £77.12
- 3.2 Creative Youth Opportunities have asked for permission to display two large Poppies one Red and one Purple which have been created by CYO children to be attached to the Memorial Park railings

4 Unknown Tommy and Unknown Women Silhouettes

- 4.1 These silhouettes have been ordered and delivered

6 Recommendations to decide on one of the following

- Proceed with the Lantern Parade led by Creative Youth Opportunities
- Approve the alternative Santa to distribute sweets or gift
- Support Creative Youth Opportunities in purchasing their own very simple resources to create 50 Lanterns with reimbursement of material costs agreed by members. Cost £77.12

Angela Lee
SWC and Events Manager