APPENDICES EVENTS COMMITTEE 02.11.2026

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EVENTS COMMITTEE UPDATES

Add 'Armed forces day' to next agenda	**Events**	**128/26**	**07.09.2026**	**23.10.2026**	**Clerk**	***See point 8 on the agenda***
Purchase coloured lights for the clocktower	**Events**	**130/26**	**07.09.2026**	**30.09.2026**	**Vicky**	**Completed 14.10.2026**
Reject the walking guide request and to write to the owner of the site	**Events**	**133/26**	**07.09.2026**	**10.09.2026**	**Clerk**	**Completed 08.09.2026**
To allow the NEB follow up in the Riber room to be free of charge	**Events**	**134/26**	**07.09.2026**	**10.09.2026**	**RFO**	**Completed 08.09.2026**
Publicise 'festival of remembrance' on our website & social media	**Events**	**137/26**	**07.09.2026**	**10.09.2026**	**Mike**	**Completed 19.09.2026**

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EVENTS REPORT

Events Update for Events and Facilities Committee-

Monday 2nd November 2026

Events/Activities that have taken place since last meeting.

Future Events

Remembrance Sunday Service' and Armistice Day
The Remembrance Parade and Service at the Cenotaph, Park Head will take place on Sunday 8th November at 3pm Cllr Knighton will be representing Matlock Town Council, Cllr Lowthrop will be attending both morning services at Pic Tor at 11am and Starkholmes at 11.30am and will be laying wreaths at both services. The Armistice Day service will be held on Wednesday 11th November at 11am at the Cenotaph, Park Head, the Mayor, Cllr Orwin will be attending and taking part at the service.

Matlock Town Council Wreaths
Cllr Lowthrop will be collecting 2 wreaths and Jason will be collecting the 3rd one on Saturday 7th November for the Sunday Remembrance services from Lavender Garden, the 4th wreath will be collected by myself on Wednesday 11th before Cllr Knighton attends the Armistice Day Service at Derbyshire County Council.

This year will be the first since I have worked for the Council that a Merchant Navy wreath will be laid at one of the services, Mr Tom Moloney will have the honour to do so, along with an Armed Forces representative, therefore the parade will have an Engineer and Deck Department representative's representing the Merchant Navy in the parade.

Road Closure
Road Closure flyers have been distributed to local businesses that might be affected and the formal notices will be displayed on lampposts at the beginning of November.

Poppy Appeal
The Poppy window display flyers have been delivered to local shops ready for the Poppy Appeal launch day on Thursday 22nd October.



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Service Sheets
All 4 services sheets are now complete and printed these will be emailed to those who will be attending the services at the beginning of November. Cllr Knighton will be delivering the Pic Tor and Starkholmes sheets to St Giles Church, Jackie & Jeff Stevens will be distributing the sheets at Park Head, whilst Colin and myself will be at Edgefold Road, I also will be directing an Army Cadet to carry Mr Andrew Pugh wreath to the service as of previous years, along with liaising with members of the parade with the new Deputy Parade Marshall Mr Danny Daniels.

Posters at Park Head, Starkholmes and Pic Tor with a QR code will be erected nearer the time so that the public can download the service sheet to their phones if they wish to do so or alternatively printed ones will be made available.

Deputy Parade Marshall
I have meet Danny Daniels and will be arranging for both marshals to meet before the parade, I have contacted Steve Wain to see if he can march at the front, I am waiting to hear back, if not Colin has volunteered.

Staff working
Mike, Colin and myself will be staffing the Sunday Remembrance Service at Park Head.

Purple Poppy Flags
5 purple poppy flags have been erected outside 4 local shops/businesses and one outside the Imperial Rooms.



Flags and Poppy Lamppost Poppies
Flags and Poppy lamppost poppies have now been erected along with the 8 Welcome to Matlock signs,
I would like to propose to the council to purchase another 10 purple poppy flags for next year along with better quality St Georges and Union Jack flags. The council had approximately 40 flag poles not in use for Remembrance this year.

Christmas Parade and Switch on

The event will take place on Saturday 21st November at Hall Leys Park from 2pm –7pm with an hour either side to set up and close.

A list of organisations so far that have been booked (please see the below)

Backstage Brass	Marching and one set	£700.00 (inc. travel expenses)
Peak 4 x 4	Booked	£100.00 donation and travel expenses
Derbyshire Light Medical	Booked	£360.00
Riber Security	Booked 2-7pm £18.10 per hour	£90.50 at £18.10 per hour
Marshall Castles – Santa's Grotto	Booked and paid	£400.00
League of Zeal	Booked	£100.00 donation
Dove Radio	Booked	TBC
PA Hire	TBC by Mike	

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Road Closure
The Road Closure has been approved and paid (£27.80)

Temporary Event Notice
The license has been granted and a alcohol license to sell Rotary has been given, please see the below site plan not yet completed.



Café in the park to be notified.

Park Head
Lumsdale Cheescakes, Level, Rotary, Santa's Grotto managed by the Derwent Valley Lions and Tipsy Toad have confirmed that they will be attending. I have contacted Blend who will be letting me know if they will attend again this year. Unfortunately, Bentley Brook Brewery are unable to attend due to holiday commitments.

Parade
So far, Backstage Brass, Valley Lodge Residents, League of Zeal, winner of the Matlock Boot Illuminations, a Fire engine and tractors have confirmed. The Red Barrows and Billeretes to be confirmed.

Best dressed Christmas Window display/Christmas Tree Flyers
Mike has started to distribute these to local shops.

Itinerary for the day
Community Choir, Backstage Brass, Mike and Ashley arranging other musicians, to be completed and given to John at Radio Dove.

Lantern Workshop by Level
Booked and confirmed.

Fees
Matlock Town Council will be asking stallholders to make a donation this year if they wish to participate in the event, the fee is: Matlock and surrounding businesses - £20.00, hot food and drinks traders - £50.00 and charity stalls will be free. This year Rotary will be using the electricity at the park supplied by DDDC and Derwent Valley Lions will be donating £35.00 towards fuel for the generator. Tipsy Toad will be applying for a TEN to sell alcohol.

Christmas Lights
Contractor tbc, Clock Tower lights have been ordered.

Christmas Day Lunch
Derbyshire County Council have confirmed with Simon that we can use their Member's Room.

Logistics
This year and ongoing I have split this event into 3 sections to ease the load, which is Food/Drink – Simon, Hospitability – Nicola and Guests/Transport – myself. The wish list has also been divided.

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ARMED FORCES DAY

PURPOSE OF REPORT

To ask the Committee to consider what type of event to put on for Armed forces day, who to get involved & where it will take place

RECOMMENDATION

To recognise Armed forces day and to hold an event at the Imperial Rooms on the day.

BACKGROUND

The Pride in the Peaks event clashes with Armed forces day in 2027, on 26th June. The Committee has been asked to host an event for Armed Forces day by a member of the local Royal British Legion. Grant funding is available.

Armed Forces Day 2027

Armed Forces Day takes place on the last Saturday each June, falling next year on 26 June.

It is a chance to show your support for the men and women who make up the Armed Forces community: from currently serving personnel to Service families, veterans and cadets.

It also marks the culmination of celebrations, beginning on Monday 21 June, when the public show their support and appreciation for the Armed Forces community. It also includes Reserves Day (23 June), which provides the country with an opportunity to recognise our Reserve Forces.

There are many ways for people, communities and organisations across the country to show their support and get involved. Use our interactive map to find your local event.

Supporting our Armed Forces

Showing support for the Armed Forces provides a much-valued morale boost for serving personnel, veterans and their families. You can find out more about what they are doing at home and around the world by visiting the official sites of the Royal Navy, British Army and Royal Air Force.

Supporting our sailors, soldiers and aviators goes beyond Armed Forces Day. In fact, the Government, local communities and businesses across the UK have committed to supporting Armed Forces personnel past and present by signing up to the Armed Forces Covenant.

Find out more about the Covenant here.

The Armed Forces Community

The Armed Forces

The UK Armed Forces defend the UK and its interests. They are busy working around the world, promoting peace, delivering aid, tackling drug smugglers, providing security and fighting terrorism.

Veterans

A veteran is anyone who has served in the HM Armed Forces at any time (including National Servicemen, Regulars and Reserves). Armed Forces Day celebrates their continued role within the military community.

You can find out more information about support for Veterans on the Veterans-UK website or by calling Veterans UK on 0808 1914 218.

Reservists

Reservists give up their spare time to serve in the Reserve Forces, balancing their civilian life with a military career to ensure that should their country require them, they would be ready to serve.

Cadets

The Cadet Forces (Sea Cadets, Volunteer Cadet Corps, Army Cadets, Air Cadets and the Combined Cadet Force) currently number over 135,000 cadets and 25,000 adult volunteers in more than 3,000 locations across the UK. The Cadet Forces provide the opportunity for young people to develop key life and career-building skills, and gain valuable vocational qualifications.

Families

Our Armed Forces couldn't do their job without the incredible support of their family and friends.

Charities

Although Armed Forces Day is not a charitable event, the Armed Forces have the support of several UK charities and many local events will offer opportunities to support them. To find out more about Armed Forces charities please see here.

Attend an event

Check our interactive map of Armed Forces Day events being held across the UK to find those local to you. Please contact the individual event organisers, using the contact details provided, for further information on specific events.

If you can't find an event near you, why not hold your own? From creating an event for your local community to a get-together with family and friends, no event is too big or too small for Armed Forces Day.

Fly the flag

Kit out your event or decorate your local area with your own Armed Forces Day flags, bunting, hand-wavers, or banners. Search "Armed Forces Day Flag" on your preferred search engine to find artwork options.

You can also download logos, branding guidelines and social media assets from our Toolkits section.

Join the conversation online

Follow Armed Forces Day on Facebook and Twitter to keep up to date with what the UK Armed Forces are up to around the world, and for the latest on Armed Forces Day activity. Tag us into your posts to show how important the Armed Forces are to you.

You can also pay tribute to the British Armed Forces community by sending us a photo or video of yourself or your friends and colleagues saluting on Twitter (@ArmedForcesDay), Facebook or Instagram using the hashtag #SaluteOurForces.

More information and content is also available through our newsletter, which you can sign up to here.

REGISTER YOUR EVENT

Registration for 2027 Events will open on Mon 11 Jan 2027

Guidance on Process

Want to tell the public about your Event? Register it here and we'll post it's details on this website for everyone to see!

What events can register?

Any event that fits-in with the Armed Forces Day campaign theme can be listed! Unsure if yours does? Well, we're looking for events that:

- Are held within 2 weeks of the Armed Forces Day, which falls in the last weekend of June
- Have 'Armed Forces' in the event title
- Are relevant to today's serving Armed Forces
- Have free access to members of the 'Armed Forces Family' – Serving personnel, Veterans, Cadets and their Families (though charges may be made for parking, programs etc..)
- Are not centred around Fundraising or Recruitment
- To accommodate all events those outside of this two-week period are welcomed on the website, however they will be ineligible for funding. Please bear this in mind during your planning.

How do I register?

To register your event you need to tell us the following:

- The event name
- The location/address of your event
- Contact details of the event organiser
- Date, start and finish time of the event
- A bit more about what attendees should expect from the event

Remember to make your description as interesting as possible. Include what you have planned, whether any charities are involved and how much fun attendees will have should they choose to attend your event.

Think about:

- Parking information
- Disabled access information
- How to access the site (e.g. nearest bus or train station)
- Specific timings for displays and shows

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Once you've submitted your event, we'll check to see if it fits our event terms and conditions, if it does we'll add it to our map.

Apply for funding – Funding for 2027 AFD Events will open on Mon 11 Jan 2027 and close on Wed 31 Mar

Once you've registered your event, you will receive a confirmation email within ten working days. This email contains a link to submit an application for funding. Visit the Event Funding page for full details.

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CINEMA PROPOSAL

Cllr Hughes to present his proposal as a verbal update

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PENNIES IN THE PARK UPDATE

Cllr Best & the Clerk to give a verbal update

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MATLOCK ARTS

Cllr Lowthrop verbal update

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AOB