LEEK TOWN COUNCIL

Minutes of the Tourism, Events & Community Committee (TEC)

Tuesday 6th October 2026

Present: Cllr Keith Hoptroff (Vice Chair), Cllr. Derek Hilyer, Cllr. Dee Young, Cllr. Kate Nicholls, Cllr Sue Webster, Mark Goulding, Amanda Rowley, Brian Benjamin

Minutes recorded by Victoria Johnson (Admin Assistant)

1. **Welcome:** The Vice Chair Cllr. Keith Hoptroff opened the meeting.

2. **Apologies:** Cllr. Matt Swindlehurst (Chair), Cllr. Lyn Swindlehurst, Denise Wheat (Clerk), Anthony Beetham

3. **MINUTES AND MATTERS ARISING**

3.1 Minutes:

- The Minutes of the meeting held on 1st September 2026 were approved.

3.2 Matters Arising:

- Moorlands Radio has received a 'No win, no fee' claim against them for an alleged trip incident at the Country & Western event.
  Moorlands Radio will inform the Council if a copy of the event Risk Assessment is required and will keep the Committee updated on the situation.

4. **TOURISM**

4.1 Action West End:

- The event was well attended and the amount raised will be confirmed at a later meeting.

4.2 Tourism officer report:

- Following a recent Tourism meeting it was noted that all information/adverts for Town Council events should be sent to Discover Staffordshire at the earliest opportunity.

4.3 Our Leek & Moorlands advert:

- Due to the deadline required for copy proof by the magazine editor, the Vice Chair approved a half page advert for the Leek Christmas Lights Switch On in the November/December publication prior to this meeting.
- Moorlands Radio confirmed that they will publicise on air the Leek Christmas Lights Switch On.

5. **EVENTS – Progress Report**

5.1 Remembrance Day:

- The Event Plan, Risk Assessment and Road Closure Orders are all finalised.
- Security and First Aid have been booked.

- It was agreed that a briefing meeting is arranged a week before the event to provide marshalls with a marked map indicating their positions throughout the event. It was also suggested that a WhatsApp group is set up for all marshalls as a back up to the radios.
- Moorlands Radio confirmed that they will broadcast the event live on air.
- Sponsorship has been confirmed for both the hymn sheets for the NWM Service and catering for the reception.
- Sir Trevor Soar KCB MBE DL has been confirmed as attending the morning events in the town centre and Judy Scott-Moncrieff DL has been confirmed as attending the afternoon events at Ball Haye.
- The NWM will be lit up red for the period of Remembrance Sunday and Armistice Day.

The Clerk will produce letters to be delivered to all businesses and residents in the town centre to make them aware of the Road Closures that will be in place during the event.

5.2 Christmas Lights:

- The Event Plan, Risk Assessment and Road Closure Orders are all finalised.
- Leek Rotary will be providing Santa in a Grotto for the event.
- A synchronised Light Switch On will take place at 6.30pm by the Mayor of Leek on stage in Sparrow Park and the Leek Town Crier in the Market Square.
- The possibility of a parade taking place is being addressed at a meeting on Monday 12th October.
- Level Up Dance Studio will be performing in front of the Sparrow Park stage at 5.30pm.
- The Family Hub confirmed that they can attend and assist at the event.
- Moorlands Radio will be putting their stage unit in place in the Market Square on Thursday 19th November in the evening.
- A complaint has been received from a local business in St Edward Street regarding the lack of Christmas lights provided by the Town Council there.
- The NWM will be lit up ice blue for the Christmas Lights event.

An update on the parade possibility is to be given at the next meeting.

Level Up Dance Studio are to be asked to provide their music on a USB. They are to be informed that one stand-alone mic will be available for their use as per their request.

The complaint from the local business is to be discussed with the Chair of the Committee and the Clerk.

The Clerk will produce letters to be delivered to all businesses and residents in the town centre to make them aware of the Road Closures that will be in place during the event.

5.3 Carols Around the Christmas Tree:

- 11th December was suggested but the final Twilight Market of the year is taking place on 18th December so footfall would be greater on this date.

Admin Assistant will liaise with the Salvation Army and Endon Choir regarding availability before confirming a date.

6. <u>Other town events:</u>

6.1 Leek Morris Dance Festival - Sat. 14 Nov

6.2 Steam Punk Weekend – 27th – 29th Nov

6.3 Twilight Market in the Butter and Trestle Markets – 18th Dec

7. COMMUNITY

Leek North Naturally

- The 30 trees from the Woodland Trust will be delivered in November to be planted around Ball Haye Recreation Ground to create a Copse in memory of past Mayor and Town Councillor Barry Birch.
- The waste plots on Badnall Street allotment site leased to Rethink has been named Daisy Hope. Development on this site is progressing well.

Date of the next meeting: Tuesday 3rd November 2026 at 7pm in the Leek Town Council office.