

# Heath Hayes & Wimblebury Parish Council

## Events & Youth Committee Meeting

Wednesday, 13<sup>th</sup> August at 5:30pm  
Hayes Green Community Centre, WS12 3XP

### Agenda

#### 1. Apologies

#### 2. To Approve the Minutes of the meeting held on the 2<sup>nd</sup> July 2025

Attachment (1)

#### 3. Remembrance Sunday - 9<sup>th</sup> November 2025

- St John's Church confirm involvement in the event and to host the Service.
- Community First Responders confirm involvement.
- Staffordshire Police invite them to the event.
- Staffordshire Highways notify of the event.
- Royal British Legion invite them to the event.
- Confirm Drummer can lead the parade and be joined by possible students.
- Confirm a Bugler.
- Apply to legal services at Staffordshire Borough Council, Road closure order.
- Notify Staffordshire Fire & Rescue of the event
- Quotes for first aid cover.
- Road Closure Marshalls, confirm

Draft emails ready to invite:

- 3<sup>rd</sup> & 4<sup>th</sup> Heath Hayes
- 1<sup>st</sup> Heath Hayes Scout Group
- 3<sup>rd</sup> & 4<sup>th</sup> Heath Hayes Rainbows
- 3<sup>rd</sup> & 4<sup>th</sup> Heath Hayes Brownies
- 3<sup>rd</sup> Heath Hayes Guides
- Five Ways Primary School
- Gorsemoor Primary School
- Heath Hayes Academy School
- Kingsmead School

#### 4. Wimblebury Remembrance Service – 8<sup>th</sup> November 2025

- St John's Church confirm involvement in the event.

#### 5. Remembrance Sunday Risk Assessments

Council to agree Risk Assessment, Wimblebury

Attachment (2)

Council to agree Risk Assessment, Heath Hayes.

Attachment (3)

#### 6. Permission to attach poppy wreaths temporary to Eon's Lamp posts

Council to note permission application forms.

Attachment (4)

Council agree Poppy/Christmas Wreaths Risk Assessment.

Attachment (5)

## **7. Christmas Parade**

Send emails to:

- Staffordshire Fire & Rescue
- Legal Services at Staffordshire Borough Council, Road closure order.
- Confirm a Santa to lead the parade.
- Community First Responders confirm involvement.
- Staffordshire Police notify of the event.
- Staffordshire Highways notify of the event.
- First aid cover.

Draft emails ready to invite:

- 3<sup>rd</sup> & 4<sup>th</sup> Heath Hayes
- 1<sup>st</sup> Heath Hayes Scout Group
- 3<sup>rd</sup> & 4<sup>th</sup> Heath Hayes Rainbows
- 3<sup>rd</sup> & 4<sup>th</sup> Heath Hayes Brownies
- 3<sup>rd</sup> Heath Hayes Guides
- Five Ways Primary School
- Gorsemoor Primary School
- Heath Hayes Academy School
- Kingsmead School

## **8. Christmas Parade Risk Assessment**

Council to agree Christmas Parade Risk Assessment.

Attachment (6)

## **9. Items for Future Agenda**

## **10. Date of next meeting – to be confirmed.**