

Heath Hayes & Wimblebury Parish Council Events & Youth Committee Meeting

**Wednesday, 17th September at 5:30pm
Hayes Green Community Centre, WS12 3XP**

Agenda

1. Apologies

2. To Approve the Minutes of the meeting held on the 13th August 2025 Attachment (1)

3. Remembrance Sunday - 9th November 2025

- Anita and Brownies
- Drummer confirmed can lead the parade and be joined by one student. Drummer cost £130 and Student £100. Invoices received. Attachment (2)
- Bugler confirmed.
- To confirm use of Sean W to do some volunteer photography Remembrance/Christmas
- Applied to legal services at Staffordshire Borough Council, Road closure order. Confirmed logged and processed, will be a sent draft 4 weeks prior to approve and date.
- Staffordshire Fire & Rescue confirm notification of the event.
- Quotes for first aid cover.
- Confirmed RNR Road Closure Marshalls, quote received and provisionally booked. Attachment (3)

Emails sent to invite:

- 3rd & 4th Heath Hayes
- 1st Heath Hayes Scout Group
- 3rd & 4th Heath Hayes Rainbows
- 3rd & 4th Heath Hayes Brownies
- 3rd Heath Hayes Guides
- Five Ways Primary School – replied
- Gorsemoor Primary School
- Heath Hayes Academy School
- Kingsmead School
- Drama club regarding their participation and invite
- All grant recipients
- Invited Ann and Anita to meeting

4. Wimblebury Remembrance Service – 8th November 2025

- Bugler confirmed.

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

- Permission application forms submitted Attachment (3)

Communications & Events Officer: *Mrs R Finney-Edwards* Dated: 10th September 2025
Hayes Green Community Centre, Heath Way, Heath Hayes
Phone: 07487656244 Email: communications@hhandw-pc.gov.uk

- Confirmation regards permission attaching poppies to railings outside the flats on Hednesford Road.

6. Christmas Parade

- Staffordshire Fire & Rescue confirmed notification.
- Legal Services at Staffordshire Borough Council, Road closure order. Confirmed logged and processed, will be a sent draft 4 weeks prior to approve and date.
- Confirm Lions are providing Santa and sleigh to lead the parade.
- Confirm flatbed lorry booked.
- Confirm Biffa bin lorry had been booked.
- Confirm decorations and purchase for flatbed and lorry.
- Look at side advertising for lorry.
- Approach Chocolate Treasures regarding hot chocolate stand/donation.
- Confirm Santa outfit – who is providing.
- Confirm chocolates purchase.
- Confirm popcorn bags/candy floss buckets.
- Staffordshire Highways notified of the event.
- First aid cover quote received to approve from Staffordshire First Aid Group.

Attachment (4)

Emails sent to invite:

- 3rd & 4th Heath Hayes
- 1st Heath Hayes Scout Group
- 3rd & 4th Heath Hayes Rainbows
- 3rd & 4th Heath Hayes Brownies
- 3rd Heath Hayes Guides
- Five Ways Primary School
- Gorsemoor Primary School
- Heath Hayes Academy School
- Kingsmead School
- Drama club regarding taking part.

7. Christmas Parade Risk Assessment

Attachment (5)

Council to agree Christmas Parade Risk Assessment including flatbed lorry and Biffa truck.

8. Heath Hayes How Down at Hayes Green Community Centre

- To confirm date – 7th February 2026.

9. Craft Fayre at Wimblebury Community Centre – 22nd November 2025

- To confirm table costs.
- To confirm running time (£15 hour room hire)
- To confirm use of left over candy floss buckets/popcorn bags.
- To confirm if any tables Council will provide i.e. raffle.
- To confirm advertising.

10. Items for Future Agenda

11. Date of next meeting – to be confirmed.