

Heath Hayes & Wimblebury Parish Council

Events & Youth Committee Meeting

Wednesday, 19th November at 5:30pm
Hayes Green Community Centre, WS12 3XP

Agenda

1. Apologies

2. To Approve the Minutes of the meeting held on the 17th September 2025 Attachment (1)

3. Craft Fayre – 22nd November 2025

- Confirm change of location due to participation interest and Health and Safety.
- Confirm room hire total cost of suggested venue. Attachment (2)
- Confirm total number of stall holders and revenue. Attachment (3)
- To confirm volunteers for refreshments and tombola stall on the day.
- To confirm due to time for Council to only supply pre-made popcorn cones.
- To confirm making and filling of the popcorn cones pre-event.
- Council to agree the Christmas Fayre Risk Assessment. Attachment (4)

4. Christmas Parade – 6th December 2025

- Confirm decorations for the flatbed lorry.
- Check with Cllr L Wilson regarding confirmation of the flatbed measurements.
- Confirm volunteers for decorating the float.
- Confirm costumes for Councilors for the parade.
- Check with Cllr L Wilson to confirm use of the Santa outfit.
- Confirm Chocolate Treasures have been notified.
- Confirm alternative chocolates purchased due to warehouse prices.
- Confirm First Aid Cover invoice paid.
- Confirm contact for RNR, Staffordshire first Aid Group and Community First Responders pre-event to touch base.
- Confirm emails to resend as a reminder of the parade.

Emails confirm 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

Communications & Events Officer: *Mrs R Finney-Edwards* Dated: 11th November 2025

Hayes Green Community Centre, Heath Way, Heath Hayes

Phone: 07487656244 Email: communications@hhandw-pc.gov.uk

- Drama club regarding taking part.

5. Spring/Easter Event – 11th April 2026

- Confirm room hire 12pm – 6pm
- Discuss planning ideas for the event.

6. Items for Future Agenda

- Summer Park Event.

7. Date of next meeting – to be confirmed.