

Heath Hayes & Wimblebury Parish Council

Events & Youth Committee Meeting

Wednesday, 2nd September 2026 6:30pm
Hayes Green Community Centre, WS12 3XP

Present: Cllr S Cotter, Cllr M Finlan, Cllr M Narkhawl

In Attendance: Mrs R Finney-Edwards
Communications/Events Officer

1. Apologies Received Cllr L Wilson, Cllr H Page, Cllr D Cecil, Cllr M Cecil, Cllr Harborow, Cllr A Beach

2. Minutes were approved of the meetings held on the 8th July 2026.

The minutes of the meeting held on the 8th July 2026 were approved as a true record.

Proposed: Cllr M Finlan

Seconded: Cllr S Cotter

3. Brand Guidelines

- Councillors requested this be passed to Parish Clerk to be added to next full council meeting agenda to be discussed.

4. Remembrance Parade – November 7th & 8th 2026

- Councillors acknowledged all emails had been sent out making those involved in the parade aware.
- Councillors made aware of the new guidelines for the submittance of road closures, and that application is ready for the new date.
- Councillors agreed on the involvement of students for the remembrance parade.
- Cllr M Finlan provided some details for Communications & Events Officer to contact for a replacement bugler.
- Road Marshalls confirmed.
- Councillors agreed on the readers and for Communications and Events Officer to send out invites.
- Councillors agreed to confirm roles at next meeting.
- Confirmation of Councillors attendance to be requested at next full council meeting via the Parish Clerk.
- Councillors requested all Councillors be trained in setting up and using the P.A. system and ask it is added to main Parish Council meeting agenda.
- Councillors to go over Risk Assessments at next committee meeting in preparation for Remembrance service.

5. Permission to attach poppy wreath temporarily to EON's Lamp Posts

- Councillors agreed on the Risk Assessment.
- Councillors agreed on the permission forms.

6. Summer Park Event Booking Details

- Councillors agreed vendor details to date.

- Councillors discussed entertainment details, to take to full Parish Council meeting for costings.
- Councillors confirmed the first aid provider and quotes.
- Councillors requested a change to the bouncy hire details.
- Councillors request the ride simulator quote be take to full Parish council meeting.
- Councillors noted TENS application.
- Councillors noted Park application details in progress.
- Councillors requested budgeting be taken to full council meeting.

7. Christmas Event 5th December 2026 – St. John’s Church

- Ann confirmed date as previous years for the Christmas sing along – suggested outside around the Christmas tree (weather permitting).
- Ann confirmed ok to use hall and gave details of Mick – Ann has asked the sing along start at 4:30- for 30 minutes.
- Mick confirmed the hall – asked to update him and possibly meet to put together final arrangements.
- Cllr C Harborow previously advised Cannock Lions has a grotto the Parish Council could borrow to dress the room.
- Music and party games suggest – tbc at next meeting.

8. Items for Future Agenda

- Best Kept village – garden competition date confirmation.
- Remembrance 7th & 8th November 2026 details.
- Summer Park Event Booking Details update.
- Christmas party details update.

9. Date of next meeting – 7th of October 2026 at 6:30pm.

Signed:

Dated: 7th October 2026