

Heath Hayes & Wimblebury Parish Council

Events & Youth Committee Meeting

Wednesday, 7th October 2026 at 6:30pm
Hayes Green Community Centre, WS12 3XP

Present: Cllr S Cottor, Cllr M Finlan, Cllr M Narkhawl, Cllr D Cecil, Cllr M Cecil, Cllr C Harborow, Cllr A Harborow

In Attendance: Mrs. L Bowman
Parish Clerk & Responsible Officer
Mrs. R Finney-Edwards
Communications/Events Officer

1. Apologies Received Cllr H Page

2. Minutes of the meeting held on the 2nd of September 2026 to be revised

Minutes of the meeting held on the 2nd of September to have the omitted Christmas event added and approved at next events committee meeting.

Events Committee Chair elected

Councillor M Narkhawl Councillors elected as chair for the Events Committee.

Proposed: Cllr C Harborow
Seconded: Cllr A Harborow

3. Best Kept Garden Competition Review – 19th July 2026

- Councillors discussed a provisional date of the 17th of July 2027.

4. Remembrance Services and Parade - 8th November 2026

- Community First Responders Have Confirmed involvement
- Staffordshire Police have been invited
- Staffordshire Fire & Rescue have been notified
- All Scouts, Brownies, and Girl Guide sections have been invited to the event
- All local schools have been contacted and invited, Gorsemore Primary and Five Ways Primary have responded to confirm attendance and participation. Both to confirm content prior to service and Parish Council send finalised details of service when known. Councillor C Harborow to speak with Reverend Ann regarding church service.
- All grant recipients have been invited
- Councillors to confirm attendance at full Council meeting
- Josh Newbury has had invite sent
- St. John's Church confirmed hosting for both services and church and memorial gates
- Staffordshire Highways has been contacted and date noted for the new application process – application is ready to submit. Application to be submitted by Communications Officer this week.
- Royal British Legion has been invited
- Recontacted drummer to confirm involvement, no reply. Councillor C Harborow to contact local school for band members
- Bugler unable to attend – Usual Bugler agreed to provide a recording to play at the service

- Confirmed First Aid Cover
- Road closure marshals confirmed
- Reading of the names confirmed – volunteers contacted to confirm attendance
- Councillor r C Harborow to test the equipment the week before. Councillor D Cecil agreed to meet Councillor C Harborow to set up for the Remembrance service
- Communications Officer to contact volunteers to man equipment during service
- Longer speaker wires to be purchased along with any other equipment at time of testing

5. Wimblebury Remembrance Service – 7th November 2026

- St John's Church has confirmed involvement and hosting the service at the war memorial
- Reading of the names – readers confirmed and contacted to confirm attendance
- Confirm Councillors' attendance after main council meeting
- Councillor D Cecil to meet Councillor C Harborow to set up for the P.A. system
- All Scouts, Brownies, Girl Guides sections have been invited
- All local schools have been contacted and invited
- All grant recipients have been invited
- All Councillors have been invited
- Josh Newbury has been invited
- New arrangements for Bugler for service – temp bugler arranged Communications Officer to obtain details and pass on.

6. Remembrance Risk Assessments

- Council confirmed Wimblebury Service Risk Assessment with the addition of Defib locations to be added at Haverly House and Heath Hayes Park
- Council confirmed Heath Hayes Risk Assessment with the addition of Defib locations to be added at Haverly House and Heath Hayes Park

7. Permission to attach poppy wreaths temporarily to EON's Lamp Posts

- Council agreed due to the use of new poppies permission forms not needed
- Council to agreed due to new poppies purchased poppy/wreath Risk Assessment is not needed due to EON's blanket coverage of use. With the exception that poppies must be secured with a removable material that doesn't cause damage.
- Councillors to meet with Parish Clerk to put up poppies on the 28th of October @ 9:30am in flat carpark opposite the library.

8. Summer Park Event Booking details – 19th June 2027 – 12pm - 5pm

- Councillors confirmed vendor booking details
- Councillors confirmed entertainment details – awaiting replies
- Councillors confirmed stage/barrier hire
- Councillors confirmed portable toilet hire quote
- Councillors confirmed new bouncy hire quote, as follows 18x18ft Large Bouncy Castle, Event Slide, 70ft New Energy Assault Course and Toddler Zone, to include 6 hours staffed (x4) and 6.5va Generator (x3) for a total of £2,091.00. The quote is through the company previously used – The Best of Fun
- Councillors confirmed ride simulator quote, as follows to provide 4 racing simulators in 6x3m tent, included is Racing Simulator equipment, transport, set up and take down, and x2 members of staff to manage the racing, queues, and assist visitors on the day. Each race lasts approximately 6

minutes with a quick player change over. They operate on a strict hire only basis and do not charge any extra on the day. Total of this hire would be £750 plus the generator due to no power supply on site of an additional £60

- Confirmation of TEN's application
- Confirmation Park application in process – to place application.

9. Christmas Event – Saturday 5th December 2026 – 4:30pm – 6:30pm

- Confirm details with Reverend Ann to till be the sing along starting at 4:30pm for 30 minutes, followed by the party in the hall
- Contact Mick to confirm arrangements and ask for use of the back hall for the grotto
- Councillor C Harborow confirmed loan of the grotto
- Councillor P Hewitt expressed interest in playing Santa for the event
- Communications Officer to obtain disco quotes for a D.J Kiddies Disco and games
- Councillors C Cecil and Councillors M Cecil agreed to attend
- Cakes, soft crisps and cold drinks to be provided
- Councillor M Cecil offered to create a c=fireplace for the grotto
- Councillor M Cecil offered to make Christmas biscuits – a table to be provided for children to decorate biscuits
- Piping icing and decorations to be purchased
- Gifts for children to be purchased – Nicky to be approached to ask if Tesco's can donate

10. Items for future agenda

- Advertising for events
- Marketing calendar
- Finalise Remembrance details
- Christmas decoration competition
- Christmas event details
- Park event details and application

11. Date of next meeting – 4th of November 2026 at 6:30pm

Signed:

Dated: