

# Heath Hayes & Wimblebury Parish Council

## Events & Youth Committee Meeting

Wednesday, 7<sup>th</sup> January at 5:30pm  
Hayes Green Community Centre, WS12 3XP

**Present:** Cllr L Wilson, Cllr A Beach, Cllr C Harborow, Cllr S Cotter

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

1. **Apologies** Cllr V Davies  
**No Apologies** Cllr D Cecil

2. **Minutes were approved of the meetings held on the 17<sup>th</sup> September & 19<sup>th</sup> November 2025.**  
The minutes of the meeting held on the 17th September & 19<sup>th</sup> November 2025 were approved as a true record.  
Proposed: Cllr L Wilson

3. **Spring/Easter Event – 11<sup>th</sup> April 2026 1:00pm – 4:30pm**

- Confirmed Easter lunch idea- BBQ hot dogs/burgers tea/coffee/squash.
- Confirmed costs for adults £1 tea/coffee £2burgers.
- Confirmed timing for the event.
- Look into cost of booking a magician.
- Confirmed Easter bonnet parade.
- Confirmed disco.
- Confirmed easter egg hunt with imaged and prize.
- Confirmed advertising is needed to distribute posters and information to local schools and groups. Added in Spring newsletter.
- Confirmed free event but tickets needed – tickets to be created and QR code generated for online booking.
- Confirm volunteers for the day of the event and roles.

4. **Summer Park Event – 20<sup>th</sup> June 2026 12:00pm – 5:00pm**

- Confirmed advertising – double page in newsletter, posters, banners, digital.
- Advertisement for bands/acts/open mic.
- Confirmed seller pitch fees £25 per stall – minimum of 30 stalls.
- Confirmed food vendors pitch fees £50 per stall.
- Confirmed 10% of pitches to be charity stalls – free.
- Confirm Whitehouse's and Ice-cream man for vendors.
- Book the park for the event.
- Confirmed £5 entertainment charge.
- Confirmed event name – Annual Heath Hayes Summer Festival.

- Confirm entertainment.
- Confirm stage hire.
- Confirm bouncy castle for children.
- Confirm toilet hire
- Confirm Invites.
- Confirm volunteers.

**5. Items for Future Agenda**

- Finalise Easter Event.
- Planning Summer Event – Councillor dependant.
- Look at planning a quiz night with fish and chip supper.

**6. Date of next meeting – 11<sup>th</sup> February 2026**

Signed: .....

Dated: .....