

Heath Hayes & Wimblebury Parish Council Events & Youth Committee Meeting

**Wednesday, 13th August at 5:30pm
Hayes Green Community Centre, WS12 3XP**

Present: Cllr V Davies, E Aston, J Aston, V Davies, Harborow
Cllr J Harper

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

1. Apologies

Apology received from Cllr J Hill

2. To Approve the Minutes of the meeting held on the 2nd July 2025

The minutes of the meeting held on the 2nd July were approved as a true record.

Proposed: Cllr V Davies

Seconded: Cllr C Harborow

3. Remembrance Sunday - 9th November 2025

- St John's Church had confirmed hosting the service both at the church and memorial gates.
- Community First Responders had confirmed involvement.
- Staffordshire Police had been invited to the event.
- Staffordshire Highways road order to be applied for.
- Royal British Legion had been invited to the event.
- The drummer confirmed involvement in the parade at a cost of £130, he could be joined by two students at an extra cost of £130 per drummer, the committee to consider the cost.
- Bugler to be confirmed.
- Staffordshire Fire & Rescue had been notified of the event.
- First aid cover, awaiting a quote and availability from St John Ambulance.
- Road closure marshals to be confirmed, RMR had been approached to provide a quote.
- Reading of the names: Cllr C Harborow had volunteered to read the names of the fallen.
- Cllr C Harborow to be responsible for the PA System and set up.

Draft emails ready 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

4. Wimblebury Remembrance Service – 8th November 2025

- St John's Church had confirmed involvement in the event.
- Reading of the names: Cllr C Harborow had volunteered to read the names of the fallen.
- Cllr C Harborow to be responsible for the PA System and set up.
- Bugler to be confirmed.

5. Remembrance Sunday Risk Assessments

- Council agreed Wimblebury - Risk Assessment.
- Council agreed Heath Hayes - Risk Assessment.

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

- Council noted permission application forms.
- It was suggested putting poppies on the railing outside of the flats on the Hednesford Road, permission would need to be granted.
- Council agreed Poppy/Christmas Wreaths Risk Assessment.

7. Christmas Parade

- Staffordshire Fire & Rescue had been notified of the event.
- Staffordshire Police had been notified of the event.
- Community First Responders had confirmed involvement.
- Staffordshire Highways road closure order to be applied for.
- Confirm a Santa to lead the parade. A flatbed lorry had been suggested to decorate as a Christmas float; Lions would provide the sleigh and Santa. The pa could be situated on the lorry.
- Biffa bin lorry would be at the rear of the parade along with another pa system and decorations.
- Chocolates would be brought to share with people involved in the parade.
- First aid cover, awaiting a quote and availability from St John Ambulance.

Draft emails ready 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

8. Christmas Parade Risk Assessment

Council to agree Christmas Parade Risk Assessment, must include a lorry float.

9. Items for Future Agenda

Heath Hayes Hoe Down at Hayes Green Community Centre, date to be confirmed, 7th February 2026.
Craft Fayre at Wimblebury Community Centre, 22nd November 2025.

10. Date of next meeting – 17th September 2025 at 5.30pm.

Signed: Cllr V Davies

Dated: 17th September 2025