Heath Hayes & Wimblebury Parish Council
Events & Youth Committee Meeting

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

Agenda

1. **Apologies**

2. **To approve the minutes of the meeting held on Wednesday 4th November 2026**
   (Attachment 1)

3. **Christmas Event Saturday 5th December 2026**
   - Update on ticket sales.
   - Risk assessment (Attachment 2)
   - Confirmation of councillors attending, set up time. How long to decorate and set up gazebo/grotto?
   - Presents for under 3s and over 3s arrived, need an elf to help Santa.
   - What is needed for biscuit decorating?
   - Whole event in church hall or start in church, waiting for Rev. Kelly to confirm.
   - Non-Stop Kids Entertainment confirmed.

4. **Summer Event, 19th June 2027**
   - Review contractors booked so far that need to be in place for application to District, due 19th December. (Attachment 3)
   - Review Event Management Plan – see items in red to be discussed/confirmed. (Attachment 4)
   - Review risk assessment. (Attachment 5)
   - Site plan, what goes where? (needs editing) (Attachment 6)

5. **Easter Event**
   - Proposed date Saturday 27th March 2027.

6. **2027 Event Committee meeting dates**
   - Proposed dates: January no meeting, 3rd February 2027, 17th March 2027 (can do 3rd?), 7th April 2027 and 19th May 2027.

7. **Date of next meeting**
   - Wednesday 3rd February 2027

Events Officer: *Ms R Gentle* Dated: 23rd November 2026
Hayes Green Community Centre, Heath Way, Heath Hayes
Phone: 07487656244 Email: eventsofficer@hhandw-pc.gov.uk