

Heath Hayes & Wimblebury Parish Council Events & Youth Committee Meeting

**Wednesday, 19th November at 5:30pm
Hayes Green Community Centre, WS12 3XP**

Present: Cllr L Wilson, Cllr A Beach, Cllr C Harborow

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

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

3. To Approve the Minutes of the meeting held on the 17th September 2025

The minutes of the meeting held on the 17th September were unable to be approved as a true record due to Councillors not in attendance. Minute approval to be carried over to the next Events Committee Meeting.

4. Craft Fayre – 22nd November 2025

- making and filling of the popcorn cones pre-event.
- Confirmed change of location due to participation interest and Health and Safety.
- Confirmed room hire total cost of suggested venue.
- Confirmed total number of stall holders and revenue.
- Confirmed volunteers for refreshments and tombola stall on the day.
- Confirmed Council to only supply pre-made popcorn cones.
- Confirmed Council agreed to the Christmas Fayre Risk Assessment.

5. Christmas Parade – 6th December 2025

- Confirmed decorations for the flatbed lorry.
- Checked with Cllr L Wilson regarding confirmation of the flatbed measurements – going to speak to driver.
- Volunteers for decorating the float – Events Officer to email Councilors to check. Cllr L Wilson to lead the decorating.
- Confirm costumes for Councilors for the parade Events officer to email to check who has which costumes from last year to return if not using.
- Checked with Cllr L Wilson to confirm use of the Santa outfit – Parish Council need to purchase a Santa outfit.
- Confirmed Chocolate Treasures have been notified.
- Confirmed alternative chocolates purchased due to warehouse prices.
- Confirmed First Aid Cover invoice paid.
- Confirmed contact for RNR, Staffordshire first Aid Group and Community First Responders pre-event to touch base.
- Confirmed emails to resend as a reminder of the parade.

Emails confirmed 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
- Drama club regarding taking part.

6. Spring/Easter Event – 11th April 2026

- Confirmed room hire 12pm – 6pm
- Councillors discussed lunch with the Easter bunny with the possibility of including a bonnet parade, disco, image egg hunt and hiring of a magician.

7. Items for Future Agenda

- Summer Park Event – 20th June 2026.
- Councillors have requested a meeting for an events policy for grant acceptance, and for the council to relook at the process for future applications.

8. Date of next meeting – 7th January 2026

Signed.....

Dated.....