

Heath Hayes & Wimblebury Parish Council

Events & Youth Committee Meeting

Wednesday, 17th September at 5:30pm
Hayes Green Community Centre, WS12 3XP

Present: Cllr V Davies, Cllr L Wilson, Cllr J Preece

In Attendance: Mrs L Bowman
Parish Clerk
Mrs R Finney-Edwards
Communications/Events Officer
A While
Cannock Division Commissioner + Brownie Leaders

1. Apologies Cllr J Hill, Cllr C Harborow

2. To Approve the Minutes of the meeting held on the 13th August 2025

The minutes of the meeting held on the 13th August were approved as a true record.

Proposed: Cllr V Davies

Seconded: Cllr L Wilson

3. Remembrance Sunday - 9th November 2025

- Brownies' leader confirmed they will have responsibility for their groups and look at the safety of their girls.
- Drummer confirmed invoices approved.
- Bugler confirmed.
- Confirmed use of a local volunteer to photograph Parish events.
- Confirmed application to legal services at Staffordshire Borough Council, road closure order. Awaiting their approval.
- Staffordshire Fire & Rescue confirmed notification of the event.
- Invoices for First Aid cover confirmed.
- Confirmed RNR Road Closure Marshalls, invoice approved.
- Communications officer confirmed meeting with Vicar at St. Johns' Church regarding the order of service on the 24th September to discuss.

Confirmed emails sent 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 – replied.
- Gorsemoor Primary School.

- Heath Hayes Academy School.
- Kingsmead School.
- Drama club regarding their participation and invite.
- All grant recipients.
- Brownie leader attended, apologies from Vicar.

4. Wimblebury Remembrance Service – 8th November 2025

- Bugler confirmed.

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

- Application forms submitted.
- Cllr L Wilson awaiting permission to attach poppies to railings outside the flats on Hednesford Road.

6. Christmas Parade

- Staffordshire Fire & Rescue confirmed notification.
- Confirmed application to legal services at Staffordshire Borough Council, road closure order. Awaiting their approval.
- Confirmed Lions are providing Santa and sleigh to lead the parade.
- Confirmed flatbed lorry booked.
- Confirmed Biffa bin lorry had been booked.
- Confirmed decorations for flatbed and bin lorry – use of tinsel and donated decoration. Cllr L Wilson to confirm measurements of the flatbed.
- Confirmed no side advertising for lorry.
- Agreed not to approach Chocolate Treasures regarding hot chocolate stand/donation, but to inform them of the event date.
- Cllr L Wilson to check use of Santa outfit and confirm.
- Cllr V Davies to look at warehouse prices and confirm for chocolates purchase.
- Confirmed use of popcorn bags/candy floss buckets.
- Confirmed Staffordshire Highways notified of the event.
- Approved First aid cover invoice from Staffordshire First Aid Group.

Confirmed emails sent 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.
- Drama club regarding taking part.

Resend closer to the event as a reminder.

7. Christmas Parade Risk Assessment

- Council agreed to the Christmas Parade Risk Assessment.

8. Heath Hayes Hoe Down at Hayes Green Community Centre

- Agreed to cancel the Hoe Down event and replace with an Spring/Easter event Communications Officer to rebook with community centre – all day.
- Committee considering selling refreshments and cakes.
- Committee considering making it a free event.
- Details of event to be confirmed at next meeting.
- Cllr C Harborow requested consideration of a reoccurring annual event. Committee agreed to this.
- Remove Hoe Down from newsletter.

9. Craft Fayre at Wimblebury Community Centre – 22nd November 2025

- Confirmed table costs at £15 per table.
- Confirmed running time (£15 hour room hire) 10-4pm with event running 12-3
- To confirm use of left over candy floss buckets/popcorn bags.
- To confirmed Council will provide a tombola and refreshments, popcorn and candy floss.
- Advertising confirmed. Community Officer to create a banner and social media and contact stall holders. Advertise in newsletter.

10. Items for Future Agenda

- Spring/Easter event.
- Summer Park event.

11. Date of next meeting – 19th November 2025.

Signed: L Wilson

Dated: 01-01-2026