

Heath Hayes & Wimblebury Parish Council

Events & Youth Committee Meeting

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

Agenda

1. Apologies

2. To Approve the Minutes of the meeting held on the 8th of July 2026 Attachment (1)

3. Best Kept Garden Competition Review – 19th July 2026

- Review the success of the event and evaluate the areas to build on Attachment (2)
- Confirm date for 2027

4. Brand Guidelines

- Councillors to request this item goes on full council agenda for next full meeting

5. Remembrance Services and Parade - 8th November 2026

- Community First Responders Have Confirmed involvement
- Staffordshire Police have been invited
- Staffordshire Fire & Rescue have been notified
- All Scouts, Brownies, and Guirl Guide sections have been invited to the event
- All local schools have been contacted and invited
- All grant recipients have been invited
- All Councillors have been invited to the event and asked to confirm place for seating
- Josh Newbury has had invite sent
- St. John's Church confirmed hosting for both services and church and memorial gates
- Staffordshire Highways has been contacted and date noted for the new application process – application is ready to submit
- Royal British Legion has been invited
- Contacted drummer to confirm involvement – awaiting reply
- Bugler unable to attend – currently looking for a replacement
- Councillors to confirm First Aid Cover from quotes
- Road closure marshals to be confirmed from quote
- Reading of the names – reader(s) to be confirmed
- Confirm Councillors' roles and set up for the P.A. system

6. Wimblebury Remembrance Service – 7th November 2026

- St John's Church has confirmed involvement and hosting the service at the war memorial
- Reading of the names – reader to be confirmed
- Confirm Councillors' attendance
- Confirm Councillors' roles and set up for the P.A. system
- All Scouts, Brownies, Girl Guides sections have been invited
- All local schools have been contacted and invited

Communications & Events Officer: *Mrs R Finney-Edwards* Dated: 3rd July 2026

Hayes Green Community Centre, Heath Way, Heath Hayes

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- All grant recipients have been invited
- All Councillors have been invited
- Josh Newbury has been invited
- New arrangements for Bugler for service – temp bugler arranged

7. Remembrance Risk Assessments

- Council to agree Wimblebury Service Risk Assessment
- Council to agree Heath Hayes Risk Assessment

8. Permission to attach poppy wreaths temporarily to EON's Lamp Posts

- Council to note permission forms
- Confirm putting poppy wreaths on the railings outside of the flats on Hednesford Road again this year
- Council to agree poppy/wreath Risk Assessment

9. Summer Park Event Booking details – 19th June 2027 – 12pm - 5pm

- Councillors to discuss vendor booking details
- Councillors to discuss entertainment details
- Councillors to confirm First Aid quotes Attachment (3)
- Councillors to confirm stage/barrier hire
- Councillors to confirm portable toilet hire quote Attachment (4)
- Councillors to look at bouncy hire quote Attachment (5)
- Councillors to look at the ride simulator quote Attachment (6)
- Confirmation of TEN's application
- Confirmation Park application in process
- Councillors to consider advertising

10. Items for future agenda

11. Date of next meeting – to be confirmed