

Heath Hayes & Wimblebury Parish Council

Events & Youth Committee Meeting

Wednesday, 3rd June 2026 6:00pm
Hayes Green Community Centre, WS12 3XP

Present: Cllr L Wilson, Cllr S Cotter, Cllr C Harborow, Cllr A Beach, Cllr M Narkhawl

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

1. Apologies Received Cllr D Cecil, Cllr M Cecil

2. No Apologies Received Cllr H Page

3. Minutes were approved of the meetings held on the 22nd April 2026.

The minutes of the meeting held on the 22nd April 2026 were approved as a true record.

Proposed: Cllr C Harborow

Seconded: Cllr S Cotter

4. Summer Park Event – 20th June 2026 – 12:00pm – 5:00pm

- Confirmed food vendors booked.
- Confirmed stallholders booked.
- Confirmed entertainment booked.
- Confirmed stage booked.
- Confirmed inflatables booked.
- Confirmed Toilets booked.
- Confirmed First Aiders booked – tents/refreshments/parking provided.
- Confirmed Biff Bins contacted.
- Confirmed running schedule agreed for the day.
- Confirmed advertising location and timings.
- Confirmed using popcorn machine only on the day.
- Confirmed Risk Assessment.
- Confirmed Event Management Plan.
- Suggested use of pizza oven – Clerk & Communication/Events Officer to look into.
- Councillors agreed for Clerk to purchase x2 5 killo bags of popcorn kernels.
- Councillors agreed for Clerk to purchase x2 boxes of popcorn glaze.
- Councillors agreed for Clerk to purchase x300 green wristbands
- Councillors agreed for Clerk to purchase x12 permanent markers.
- Councillors agreed for Clerk to purchase camp bed.
- Councillors agreed for Clerk to purchase water and snacks needed for volunteers.
- Councillors agreed for vegetable oil to be purchased for the popcorn maker.

5. Community Litter Picking Event – Assessment

- Councillors discussed the litter picking event and felt overall it was successful; they would like to go ahead and make this a regular event with a few changes.
- Councillors agreed for the Clerk to purchase more bag rings and bin bags.
- Communications & Events Officer to design information leaflets for use at the event, and an event timetable.

6. Best Kept Village – Garden Competition

- Confirmed judging date to be the 19th July 2026.
- Confirmed front gardens of residents to apply.
- Confirmed Communications & Events Officer to create an entry form & T&C's.
- Confirmed winner prize – Cllr M Narkhawl to arrange.

7. Items for Future Agenda.

- Assessment of the park event.
- Confirm Christmas parade/fayre details including date.
- Book next years date for park event due to new rules.

8. Date of next meeting – 8th of July 2026 at 6:00pm.

Signed: Cllr C Harborrow

Dated: 8th July 2026