

Heath Hayes & Wimblebury Parish Council

Events & Youth Committee Meeting

Wednesday, 8th July 2026 6:00pm
Hayes Green Community Centre, WS12 3XP

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

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

1. Apologies Received Cllr L Wilson, Cllr H Page, Cllr D Cecil, Cllr M Cecil

2. Minutes were approved of the meetings held on the 3rd June 2026.

The minutes of the meeting held on the 3rd June 2026 were approved as a true record.

Proposed: Cllr S Cotter

Seconded: Cllr M Narkhawl

3. Summer Park Event – Review

- Councillors discussed all areas of the event. Positives and negatives were looked at. Overall, the event was successful, and notes were made on areas that need work for next year's event.
- Communications Officer to look into Food Hygiene Training, allergens, policies and procedures.
- Councillors discussed and agreed to purchasing a card machine – take to main council meeting.
Proposed: Cllr C Harborow
Seconded: Cllr A Beech
- Councillors discussed purchasing a green marquee specifically for First Aid at events – take to main council meeting.
Proposed: Cllr M Narkwarl
Seconded: Cllr S Cotter
- Councillors agreed to look at a budget for flyer printing and advertising for all events going forward.
- Councillors would like main council to consider purchasing a chest freezer/fridge for events for drinks.
Proposed: Cllr C Harborow
Seconded: Cllr M Narkwarl
- Communications Officer to contact all PTFA's in area and build relations – look at booking a meeting.

4. Best Kept Village – Garden competition judging 19th July 2026

- Communications Officer to contact Councillors for volunteers to judge.
- Councillors agreed the award will be given on the day and photos taken.

5. Meeting Dates & Times

- Councillors have agreed to fluid workings with the timetable to suit the needs around events. Proposed dates will be filed and used as a baseline for future meetings.
- Councillors agreed to the meeting be held on a Wednesday at the Hayes Green Community Centre.

- Councillors agreed to move the starting time of future meetings to 6:30pm.

6. Christmas Event

- Councillors agreed to an indoor Christmas event.
- Communications Officer to email church to discuss possibilities.
- Event to be held on the first Saturday in December.

7. Items for Future Agenda

- Best Kept village – garden competition review.
- Remembrance 7th & 8th November 2026.
- Brand Guidelines.
- Summer Park Event Booking Details.

8. Date of next meeting – 2nd of September 2026 at 6:30pm.

Signed: Cllr M Finlan Dated: 2nd September 2026