

Heath Hayes & Wimblebury Parish Council Events & Youth Committee Meeting

Wednesday, 18th May at 9.30am

Hayes Green Community Centre, WS12 3XP

Present: Cllrs J Aston, P Haden, S Thompson & L Wilson

In Attendance: Mrs L Bowman

1. Apologies

Apologies received from Cllrs J Ashford, A Fitzgerald & D Todd

2. To Approve the Minutes of the meeting held on the 27th April 2022

The Minutes of the meeting held on 27th April 2022 were approved.

3. Queens Platinum Jubilee, Saturday 4th June

The committee discussed and confirmed the full list of jobs had been completed.

- Application to hire the park, no reply received.
- Temporary event notice.
- Insurance.
- Risk Assessment.
- Event Management Plan.
- Heath Hayes Park Plan.
- PCSO and Cannock Fire Service had been advised.
- Posters and banner had been displayed.
- Stalls had been confirmed.
- Marshal Cover, name tags and hi vis vests.
- Litter picker/Marshals and litter pickers.
- Stage Marshals.
- Lost Child Marshals.
- Lost Child Point/Medical Gazebo.
- Selling of amusement stamp agreed price of £5 to include unlimited time on the inflatables, face painting or a glitter tattoo, a union flag, badge or chocolate and a choice of one other gift. Choice of mug, cupcake, large chocolate lolly or Jubilee coin.
- First Aid Cover, Little Chimps nursery would provide first aid cover.
- Running order of entertainment confirmed.
- Inflatables, plus 3 members of staff.
- Face painter/glitter tattoo artist.
- 3 x Gazebo.
- 3 x tables
- 2 x metal cash box and float.
- Tie wraps, flags, bunting.

Hayes Green Community Centre, Heath Way, Heath Hayes
Phone: 07951409707 Email: clerk@hhandw.org.uk

- Toilet roll, water, first aid kit, fire blanket, camp bed, blanket.
- Portable toilet confirmed.
- Stage confirmed.
- Food vendors, confirmed.

4. Items for Future Agenda

5. Date of next meeting – to be agreed

Signed..... 

Dated..... 29th June 2022