

# Heath Hayes & Wimblebury Parish Council Events & Youth Committee Meeting

Wednesday, 1<sup>st</sup> March 2023 at 9.30am  
Hayes Green Community Centre, WS12 3XP

**Present:** Cllrs J Aston, Fitzgerald, S Thompson, & L Wilson

**In Attendance:** Mrs L Bowman

## 1. Apologies

Apologies received from Cllrs D Todd.

## 2. To Approve the Minutes of the meeting held on the 25<sup>th</sup> January 2023

The Minutes of the meeting held on 25<sup>th</sup> January 2023 were approved as a true record.

## 3. Saturday, 6<sup>th</sup> May 2023, Kings Charles III Coronation

- Use of Heath Hayes Park confirmed. Required to fill in a new booking form, all relevant documents had been supplied to Cannock Chase District Council.
- Event Management Plan. The committee agreed the plan.
- Heath Hayes Park Plan. The committee agreed the plan.
- Risk Assessment. The committee agreed the risk assessment.
- Temporary Event Notice had been approved.
- The following companies had supplied quotes, quotes had been sent to Cannock Chase District to apply for funding through the prosperity fund:
  - Cinema Hire 4U.
  - Sheena McHugh £350 x 1hr.
  - Abba Gems Band £850 2 x 45mins.
- Ultimate Coldplay would not be booked as the committee decided them to be too expensive.
- Crystal Academy confirmed attendance.
- Chase Drama Society would like to be involved.
- The committee confirmed the running order of acts.
- Party Faces would not be attending due to high costs.
- All local food outlets had been approached; Cherished Community Café would be attending offering Afternoon Tea refreshments.
- Heath Hayes Art Society would be presenting an art display.
- Community First Responder's had confirmed attendance and would have an information stall.
- St John's Ambulance First Aid Cover had confirmed attendance, the committee agreed the quote. Council would provide a first aid gazebo, bed and chair.
- Security firm, only one security firm offered a quote for security services, clerk to obtain further quote if possible.
- Staffordshire Fire had been approached but could not confirm attendance.
- Staffordshire Police had been approached; no response had been received.
- CCDC had been emailed to arranged collection of rubbish after the event and confirmed that bins would be supplied on the day and collected the following day.
- Heath Hayes Academy had confirmed use of their car park during the event

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

- 300 Commemorative Coins, 300 Chocolate Lollies, Bunting & Flags had been ordered through the Prosperity Fund.
- Clerk to obtain quotes for commemorative mugs.
- Tesco's community champion had offered 3 marshals on the day.
- Poster & Banners, the committee approved the proof.

**4. Sunday, 9<sup>th</sup> December Christmas Parade**

- Mercian Community Band & Drums had provisionally been booked; the committee agreed the quote.
- Quote for Mascot Costumes had been sent to CCDC to be paid from the prosperity fund, further quotes required.

**5. Items for Future Agenda**

**6. Date of next meeting – 22<sup>nd</sup> March, 9.30am.**

Signed:.....  .....

Dated:.....  .....