



Saxilby with Ingleby Parish Council

Non-confidential

Saxilby Family Fun Day Update

Report to: Planning and Development Committee 25-08

Report by: Administration Officer

Power/duty which decision falls under:

Local Government Act 1972, s145 – Provision of Entertainment

Which council objective(s) it falls under:

- Maintain and improve community facilities and amenities
- Retain and encourage employment and tourism opportunities
- Improve the well-being of residents
- To foster public participation and engagement

Public Sector Equality Duty

- **Accessibility:** Ensure the event is physically accessible to those with disabilities
- **Affordability:** Offer free or low-cost entry and activities so all income levels can participate
- **Age inclusion:** Provide activities and entertainment for children, young people, families and older adults
- Celebrate local diversity through inclusive programming
- Provide stalls and information from a range of community organisations supporting different groups

Consideration on carbon reduction:

- Visitors to the event will be encouraged to use low carbon options such as walking, cycling, or public transport
- Local suppliers are encouraged to reduce travel-related emissions

Consideration of risk management in relation to the proposal¹

- The council regularly undertakes events, and the Family Fun Day event was held in 2024.
- The council has a budget for the event, with funds also being raised through pitch hire and sponsorship, representing low financial risk. Finance committee monitor the budget.
- A risk assessment and event safety plan will be completed and implemented, including contingency planning

Does the report consider any new activity? If 'Yes', has a risk assessment including risk management proposals for consideration been included for consideration and adoption by the council? (Financial Regulation 17b)

- No. However a risk assessment and event safety plan will be completed and implemented.

¹Risk areas to consider - strategic/operational, likelihood/impact, add to risk register? Any contingency planning needed?



REPORT

1. Pitch bookings and activities

As of Friday 15 August 2025, 46 pitches have been reserved, generating income of £1,325. This includes:

- 10 local community groups
- 6 charities
- 26 businesses
- 4 food/drink vendors

Additional stalls and activities include:

- 2/3 Parish Council stalls - Parish Council, Saxilby Waterfront Working Group, and NDP
- Saxilby Public Recreation Ground
- Saxilby Sports Hub
- Kiddys Castles (small bouncy castle, small slide, and soft play area)
- On Point Archery (archery and axe throwing activities)
- Captain Fantastic (children's entertainment)
- Saxilby Tennis Club (using the tennis courts)
- Saxilby Fire & Rescue (fire engine)
- Creative Heights (circus skills and aerial skills workshops, and walkabout bubble fairies)
- Saxilby Library
- Walking with Alpacas
- Lincoln and District Model Engineering Society (miniature railway)
- Lincs Bounce (large inflatable slide, total wipeout inflatable, and large hook-a-duck)

We are in the process of also confirming 2 x meet and greet characters.

Three singers/performers are booked (Ocean Blue – duet, CAODS choir, and Gaz Clitheroe) and will perform on the stage, which is being borrowed from Saxilby C of E School.

Kendricks K9 will be hosting a dog show, with four categories throughout the afternoon.

Risk assessments and evidence of public liability insurance are being collated, with a deadline of Saturday 16 August. Any hirers who do not make contact and/or submit this paperwork will lose their booking and not be refunded, as per the T&Cs of pitch hire. At present, this only looks like a risk for less than five pitches.

2. Event plan

The event plan is a working document and is in review, due to be completed and submitted to the required bodies and contractors by 25 August 2025.

3. Staffing and volunteers

Currently we have 15 people available to support on the day, including eight members of staff, four councillors, and three members of public. Duties and responsibilities will be allocated in due course.

A pre-event briefing will be held on Tuesday 26 August at 10:00am for interested staff and councillors. Volunteers will be further briefed on the morning of the event.

4. Publicity and advertising

Comms will continue to go out on social media until the event. Three banners have been placed around the village, and posters have been printed to display on the grounds team's vehicles as they work around the village. Social media graphics have been sent to vendors to encourage them to share with their followers.

An online events schedule will be created and shared on social media prior to the event.

5. Budget

As of Friday 15 August:

£1,325 Income

£2,044 Expenditure

-£719 Balance (Covered by Events Budget)

This may reduce slightly due to revision of the quote for the diesel generator (specifically relating to hire insurance cost and the cost of refilling the diesel).

There may be an additional cost for hire/purchase of seating, which is currently being explored.

6. 2026 event

In order to secure interest in re-booking for next year, it is proposed that a provisional date for a 2026 event is shared with vendors, subject to council agreement of the event going ahead in 2026. This would enable vendors to 'save the date' in advance.

The proposed date for 2026 is **Saturday 22 August**. This would avoid a date clash with Saxilby Bowls Club's annual triples competition, which typically takes place on the final Saturday in August.

RECOMMENDATION(S):

That Planning & Development Committee notes the report and agrees:

To agree that, should the council approve Saxilby Family Fun Day 2026, it will take place on Saturday 22 August.