

Events WG Action Log

Minute	Action	Notes	Date to start action	Assigned	Status	Date Completed
11 th June 2025						
1 & 2	World Wellbeing Week comms	Get posters/information on positive mental health and wellbeing. Get posters/information on volunteering in and around the village – contact local groups/organisations Send the above to Admin for comms posts	18/06/25	CS CS Admin	Complete	23/06/25
3	Agree informal get-together at Westcroft Green Space	Interested Councillors to look round area prior to consultation discussion. Clerk to book in calendar	18/06/25	Clerk	Complete	27/06/25
4 - 7	Arrange potential Sports Day for 28/06/25	Contact groups re event. Check field is available. CANCELLED due to lack of time to arrange	18/06/25		CANCELLED	
9 th July 2025						
EM25/07 4	Arrange another Burial Ground volunteer morning in July	CS not able to arrange for July, Will arrange for August. Liaise with Office and Grounds Team Date chosen 28 th August	Early July	CS	Complete	07/08/25
EM25/07 5	Agree To Hold Open Sports Day in September – day to be confirmed	Contact Recreation Ground Charity to secure a date – initial contact made 18/07/25. Confirmed 14/08/25. Date agreed – 27/08/25 Request Sports Hub is open during, to support Council - confirmed	End of July	CS	Complete	14/08/25
EM25/07 6	Arrange to run Wellbeing Clinics in Welcome Hub Oct-January	CS not able to action till Aug Contact Wellbeing Clinic and arrange dates. Initial contact made 20/08/25, response 22/08/25, passed to Caretaker Supervisor to arrange meeting and agree potential dates. Teams meeting arranged for 11/09/25 to discuss further Awaiting feedback from organiser about dates which coincide with the Welcome hub.	End of July	CS Caretak'Sup	In progress	
EM25/07 8.1	Agree Garage/garden sale (Yard Sale)	Date agreed – Sunday 28/08/25 CS not able to further action till August. Put together a poster and work with comms to advertise. Poster approved 29 th Aug. Comms posts	End of July	CS/Admin Admin	Complete	23/09/25 map to go out

		arranged with Admin. Admin to collate a map on Tuesday 23 rd September to go out to public.				
Minute	Action	Notes	Date to start action	Assigned	Status	Date Completed
EM25/07 8.2	Set up Saxilby Wildlife Support Group	Set up a group and liaise with local wildlife rescue/support groups. 19/09/25 made initial contact with Lincstrust – Response back on 23 rd , they have said they are unable to offer direct support. Ross (rewilding) would be interested once group set up. 11/11/25 Proposed not to proceed further with this group due to capacity and potential duplication. See EM25 11 12	September	CS		
EM25/07 8.3	For Council to have a more active role in the Dutch Football Exchange	To liaise with Football group,		Events WG/SP Football Club	Ongoing – updated to EM25/11 13	
EM25/07 8.4	Set up an informal Christmas working group	(waiting to get Fun Day out the way first) Liaise with Clerk to set up a meeting with all interested parties – email request to Clerk sent 05/09/25 Aim is to support residents/businesses to plan light switch-on and other related events.	Early September	CS/Clerk	Complete	16/09/25 (First Meeting)
13 th August 2025						
EM25/08 4	Invite councillors to the Burial Ground volunteer session in August	To send out details/invite		Clerk	Complete	21/08/25
EM25/08 5	Bra Bank to be advertised	Comms request went out 19/08/25 for ongoing posts Posters/information to go out on social media, in Foss Focus, noticeboards etc.	Mid-August	CS Admin	Completed	19/08/25
EM25/08 8	Actions relating to Sports Day	Agree £10 hire charge for field – Agreed P&D Aug Liaise with Sports Hub re food vendors – list has been given, waiting for Sports Hub to confirm vendors Agree for rowing machine at event – risk assessment to be in place. Risk assessment done. Finalise details	20/08/25	Admin/CS	Completed	27/09/25
EM25/08 9	Agree information/activities on Council Stall at Fun Day	Sort out posters/photos, poppies and equipment, cards and float	20/08/25	DS/HW Clerks/Admin	Completed	30/08/25
EM25/08 10	Actions relating to National Recycling Week	Liaise with Admin re: Comms post about potential litter-pick areas Recycled project ideas for comms Yard Sale posters and map to be organised	20/08/25	CS/Admin	Completed	22/09/25 posters to start going out daily

						23/09/25 map to go out
EM25/08 11	Support a Halloween/Autumn craft session with the Sports Hub	Sports Hub have suggested Saturday 11 th October – to confirm. Councillors to support. No update as of 01/10/25 – cancelled due to lack of time to arrange.	20/08/25	SP	CANCELLED	
8 th September 2025						
EM25/09 7	Update on the Better Health, Better Housing Charity	Liaise with organiser to arrange a talk - Initial contact 26 th Aug. CS followed up 2 nd Sept. Organiser has confirmed that Friday 24 th Oct would work. Awaiting promotional material to advertise event – admin is now advertising. Continue to advertise up to the event.	03/09/25	CS/Office Admin	Completed	24/10/25
EM/25/09 11	Events WG councillors to join Remembrance WG set up by Rev Jane (poppy display)	Relevant councillors expressed interest at Events WG Agreed at P&D.	08/09/25	Events WG	Completed	17/09/25
EM/25/09 12	Propose a date for Christmas light Switch-on/Events meeting and agree WG councillors to attend	Admin arranged a meeting for 16/09/25 Relevant councillors expressed interest at Events WG	08/09/25	Admin Events WG	Completed	16/09/25
EM/25/09 13	Look at potential events for 2026 and start putting together a draft calendar	CS to draft calendar and update as appropriate – this will be ongoing 11/11/25 Proposed calendar with events agreed	08/09/25	CS	Proposed 2026 calendar to be agreed at Nov Events WG meeting	19/11/25
EM25/09 14	Agreed next meeting date	Next Meeting agreed at WG11/09/25. Approved by P&D – Last minute meeting also arranged for 07/10/25	08/09/25	Events WG	Completed	17/09/25
7 th October 2025						
EM25/10 11	Host an Open Sports Day in 2026	Agreed, but dependant on when the MUGA starts/finishes – date TBC	Oct		Ongoing and dependant on MUGA completion	
EM25/10 12	Coffee mornings for 2026	Need to give more thought to this so not to divert funds from SIGNS/Welcome hub. 11/11/25 Changed to Fundraising events and working alongside the Sports Hub	Oct	Events WG	Completed	11/11/25

EM25/10 13	All willing Events WG councillors to undertake First Aid Course and have DBS checks	Councillors to look out and sign up for potential courses and for Office to look into DBS checks First Aid course booked - councillors to sign up.	Oct	Office/Events WG	In progress	
11 th November 2025						
EM25 11 12	To not proceed with Wildlife Support Group,	Due to capacity and potential duplication, it is not practical to have a council Wildlife Support Group, all previous agreed actions to transfer to outside independent groups.	11/11/25	Events WG	To be agreed at Nov P&D	19/11/25
EM25 11 13	For Council to have a more active role in the Dutch Football Exchange	Work alongside the Football club. Attend relevant meetings and support event	Oct	Events WG SP Football Club	In progress	
EM25 11 14	Approve the 2026 calendar and events	Submit 2026 calendar and listed events for approval.	11/11/25	Events WG	To be agreed at Nov P&D	19/11/25
EM25 11 15	Grant Funding Workshop	Liaise with Jody Raggo to hold a workshop in early 2026	11/11/25	Events WG Office	To be agreed at Nov P&D	