

## **Update from Events WG Meeting held on Tuesday 10<sup>th</sup> February 2026**

(1-3) Attendees noted and apologies for absence given. No declaration of interest received.

(4) Meeting notes from previous meeting on Tuesday 11<sup>th</sup> November 2025 were approved.

(5) Meeting action log was noted and update given – To date we have had four reservations for the Grant Funding Workshop. Admin will aim to put out more comms posts and Cllr Saunders will also be sharing posts to local village groups on Facebook.

(6) Cllr Wheatley gave verbal feedback regarding the Dutch Exchange and provided an 'Overview of Activities' sheet.

Requests from the Dutch Exchange meetings were to get support for the buffet and potentially the bar shifts – not necessarily just behind the bar, but also glass collecting, helping to tidy etc.

Councillors requested to attend the 'Meet & Greet' and the Formal welcome, this was felt needed to aid good relations, working together and community spirit. It was also mentioned that other members of the village should also play a part.

Concerns were raised that the Bar Booking has not been confirmed, and is there a contingency plan if no caretakers are available? There has been no update on costs for the room hire.

Looking at activities for the Saturday, possibly cricket has offered, maybe other sports groups will too.

Discussion around bouncy castle, tug o' war and floodlights. Peter and Vicki will look into regarding risk assessments, contracts etc.

Cllr Wheatley and Truscott have offered to help with risk assessments if recommendation is approved.

The TENS license is being applied for, it was noted that the licensee (council) also needs to be asked.

Apparently, there is a twinned flag. Need to find out where it is. Cllr Wheatley happy to make bunting if any more is needed. Tennis club would need to agree any bunting being put up on their fencing. Would be good to have a banner up in the village – the football club would need to arrange this; Peter has offered to get some information on this.

Request to borrow a display board for the memory gallery – the council have display boards.

Request for the bar to be opened on Sunday morning to aid cleaning and whether the bar could be free of charge to enable this. It was felt this would unlikely be free of charge as the

free room hire request was not supported at previous P&D committee. It was also noted that the Choir don't get free of charge for set-up or cleaning. We will however put the request up for recommendation.

It was agreed within the working group that Cllr Wheatley and Truscott continue to attend the Dutch Exchange meetings for continuity.

(7) It was felt we should hold a de-brief meeting for the 2025 Christmas Light switch-on. We also feel that the council should take on managing the event for 2026. Suggest that the Events WG assist with this.

There have already been some ideas for the 2026 event and where the switch-on should be, however we need to wait for an appropriate meeting to properly discuss this.

(8) Due to uncertainties around the MUGA timeline, it would be difficult to arrange the Open Sports Day. A better plan would be to wait until the MUGA opening ceremony and see if any sports wish to hold sessions to help promote sports alongside the ceremony. This would take the pressure off the council arranging a separate Sports Day event, and the sports groups would hold their own insurance, risk assessments etc. Preliminary enquiries have shown that the cricket and walking football would potentially be interested in doing this.

(9) We looked through the Second-Hand Sale action plan. It was agreed the original time was too long and it would be more suited to 13:00-16:00. The table fee should be nominal - £5 per table was suggested, and the fees plus any money from the cakes/refreshments should go to the Westcroft Green Space project (keeping everything community related). It was agreed that the tables should be focused on recycling and second-hand, and the council will run the cake/refreshments as an additional to raise funds for our project.

(10) Councillor Saunders gave verbal update on Fundraising events. She is having a meeting with Jackie to sort out the Village Hall Fundraiser. It is likely that Jackie and Sue Will attend on the day, Cllr Saunders will also attend. Julie from Wildline is also keen for us to support a fundraiser, she is busy at present, but Cllr Saunders will be speaking to her next month (March). Will focus on the remaining two fundraisers later in the year.

(11) Discussed the Great British Spring Clean, we agree it would be positive for the council to sign up as a local authority, this means we get official comms posts, information and maybe binbags. Rather than the council leading, it would be a supported event. We have litter picking equipment we could loan out to anyone who wants to litter pick, we could arrange a drop-off point for binbags and record how much litter has been collected.

## Recommendations to Committee

1. Note the update
2. Note the action log

## Dutch Exchange Weekend

3. Request councillor support for the buffet by helping to make/provide cakes, pastries etc, and for any available councillors to help prepare the buffet on the Friday afternoon 2-5pm.
4. Available Parish Councillors to attend the 'Meet and Greet' and formal welcome.
5. There has been a request for the Hub to be able to return to the bar on Sunday to aid clean-up, and could this time be free of charge?  
**Clerk Comment – not in-line with agreed council policy. A hire charge is in place for all centre users including for set-up and clean down. Charges are only waived if it a council led/organised event (FC25-07 FC25/133 13.31-3.9)**
6. For councillors to help with risk assessments for the event.
7. The council to provide a display board for a photo display.

## Christmas Light Switch-on

8. Request to organise a 2025 de-brief meeting, open to all parties who took part.
9. Request that Council take the lead in organising the 2026 event, this can be done with support from the Events WG.  
**Clerk comment – the main council event is the family fun day. The lights switch on used to be the main event. To lead on two events of this scale and begin planning in the same year would require significant resource allocation. This has been a run successfully as a community led event for at least two years. Further detailed information on resourcing and cost implications required before an informed decision can be made by council.**

## Changes to Open Sports Day

10. Integrate the Open Sports Day with the MUGA opening and invite sports groups to do sessions alongside the MUGA opening.

## Second-hand sale

11. For available councillors to assist on the day with first aid, cake stall, set-up/tidy away.
12. Time to be 1-4pm for the event (with set-up/tidy away to be added)
13. Suggested £5 nominal fee for per table
14. Proceeds from table booking and cake to go towards Westcroft Green Space project.

## Great British Spring Clean

15. Sign up as a local authority to the Great British Spring Clean - this would be a council supported event.

## Next Meeting

Next meeting date Tuesday 10<sup>th</sup> March at 7:15pm – in the Function Room (more space than the meeting room)

All future meetings to be held on the second Tuesday of each month, as this ties in with getting the update/recommendations out to the P&D committee.