



# Saxilby with Ingleby Parish Council

## Non-confidential

### Family Fun Day 2026

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**Report to:** Planning & Development Committee

**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**

*Consider how policies/decisions affect those protected under the Equality Act)*

- Accessibility: Ensure the event is physically accessible to those with disabilities
- Affordability: Free or 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
- Neurodiversity: Consider differing sensory needs regarding noise, crowding and similar when planning site layout and activities

**Duty to conserve and enhance biodiversity**

- The event will be held on an established community recreation ground, with activities confined to a designated area and no disturbance to trees, hedgerows or vegetation
- No designated habitats, protected species, or watercourses have been identified within the event footprint
- Waste management and litter picking arrangements will be in place to ensure the site is left in a suitable condition.

**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 sought to reduce travel-related emissions
- Encourage and enable recycling of waste on-site

**Does the report consider any new activity? If ‘Yes’, has a risk assessment, including risk management proposals, 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.

**Consideration of risk management in relation to the proposal<sup>1</sup>**

*It is impossible to list every risk faced by a local council. Risk, in the general sense, means the likelihood of an event happening, and the severity of the negative consequences. The insurance industry regards risk as representing loss or damage. Risk always involves uncertainty. When protecting a local council effectively, it is important to consider if risk is present in the following areas:*

Risk Area	Risk Present/ Description?	Likelihood	Impact	Risk Rating	Mitigation & Contingency
<b>Decision Making / Strategic</b>	Risk that event decisions do not align with council objectives or community expectations	Low	Medium	Low	Event objectives agreed in advance Event oversight by Planning & Development Committee Event plan to consider alignment with, and promotion of council objectives Event plan reviewed by West Lindsey District Council Safety Advisory Group Post-event review to inform future events
<b>Finances</b>	Risk of unplanned costs or lower-than-expected income impacting council resources	Low	Medium	Low	Budget and expenditure set in-line with financial regulations Expenditure monitored Use of volunteers where appropriate Council insurance in place No reliance on income to fund essential services
<b>Property</b>	Damage to the Recreation Ground, Community Centre, or surrounding facilities, particularly in poor weather	Low	Medium	Low	Work with SPRGC to monitor ground and weather conditions Adjustment of layout or activities if required Known drainage issues on recreation ground are being addressed Litter picking and post-event tidy-up Site left in good condition Staff present throughout the event
<b>Staff / Operational</b>	Risk of injury, fatigue or insufficient supervision during setup, event delivery, or breakdown	Low	Medium	Low	Council staff, councillors, and briefed volunteers present throughout the event Clear roles and responsibilities SIA security and professional first aid provision on site Briefing and risk assessment shared with all staff and volunteers
<b>Legal</b>	Risk of non-compliance with licensing, health and safety, or event management requirements	Low	High	Medium	Event plan submitted to Safety Advisory Group Risk assessments required from all stallholders Alcohol sales managed by licensed premises or via TEN where applicable Event plan schedules timings to ensure any licences are in place prior to the event

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

Risk Area	Risk Present/ Description?	Likelihood	Impact	Risk Rating	Mitigation & Contingency
<b>Written/Verbal Communication</b>	Risk of misinformation leading to public confusion, complaints, or reputational damage	Medium	Low	Low	Event communication plan including pre-, during and post- event On-site briefings for staff and volunteers Named event leads available throughout the day
<b>Insurance</b>	Risk of inadequate insurance cover in the event of an incident or claim	Low	High	Medium	Council insurers notified of event to ensure compliance and coverage Stallholders and vendors required to provide evidence of Public Liability Insurance to a minimum of £2,000,000
<b>Inspection / Events</b>	Risk of accidents, crowd management issues, or incidents during a large public event (~2,600 attendees)	Low	High	Medium	Professional SIA security First Aid provision Staff monitoring site conditions throughout Emergency procedures included in the event plan Marketing and advertising limited to the local area to maintain manageable visitor numbers

# REPORT

## 1. Event details

**Event:** Saxilby Family Fun Day 2026

**Date:** Saturday 22 August 2026 (P25/139).

**Time:** 12:00 – 17:00

**Location:** Saxilby Public Recreation Ground

**Organiser:** The Events Working Group will collaborate with the administration team to organise and deliver the 2026 event (P25/177). The Administration Officer will manage planning and delivery of the event, due to their experience in planning the 2024 and 2025 events, with operational oversight from the parish clerk. The Planning and Development Committee will oversee the planning process.

This is the third year of delivering the Saxilby Family Fun Day event.

## 2. Event Aims

Saxilby Family Fun Day supports the following council objectives:

- Retain and encourage employment and tourism opportunities
- Improve the well-being of residents
- To foster public participation and engagement

The event's main objectives are to:

- Bring the community together for a free, family-friendly event
- Support local businesses, charities and community groups through pitch-hire opportunities
- Provide live entertainment, attractions and activities for all ages
- Enhance the village's sense of community and strengthen relationships between residents and local organisations

This is in line with the following council objectives:

## 3. Event Plan

### 3.1 Venue and Facilities

- The event will take place on Saxilby Public Recreation Ground. Availability on 22 August 2026 has been confirmed and booking form submitted (11 Feb 2026).
- There is access to water and electricity at St Andrews Community Centre, however these are not available to pitch hirers as standard.
- Toilets are available in St Andrews Community Centre.

### 3.2 Stalls and Vendors

Following feedback from previous events it is recommended that pitch hire categories and prices are revised to ensure fairer pricing and to encourage more small and local businesses to attend. A detailed breakdown of these changes can be found in Appendix A.

### Terms and Conditions

Terms and Conditions have been updated to reflect the above changes (Appendix B)

### Booking Process

1. Standard pitch hire bookings will be managed on Ticketsource as in previous years. This allows traders to pay at booking and reduces administration needed for invoicing and tracking payments.

2. Food and drink vendors will move to a two-stage application process:

Stage 1: Submit details of their offer, including their category and pricing tier as below

Stage 2: Approved traders are invited to book and pay a pitch fee

This will increase administration slightly due to creation and tracking of invoices, however it is likely that this will only be required for 6-10 bookings. This will also eliminate Ticketsource fees for the highest rate pitches.

#### Proposed pitch fees:

Further information and definitions regarding pitch fees and categories can be found in Appendix A.

#### Standard pitches:

	Pitch fee 2026 (per 4m x 4m pitch)	Pitch fee 2025 (Early bird/standard)	Pitch fee 2024
<b>Community groups</b>	£15	£10/£12.50	£10
<b>Charities</b>	£15	£12.50/£15	£12.50
<b>Local traders, makers, and social enterprises</b>	£30	£25/£30	£20
<b>Commercial and promotional businesses</b>	£60	£25/£30	£20

#### Food & drink vendors:

	Pitch fee 2026	Pitch fee 2025 (Early bird/standard)	Pitch fee 2024
<b>Snack &amp; mini traders</b>	£30	£25/£30	£20
<b>Family value traders</b>	£70	£100/£120	£100
<b>Standard traders</b>	£100	£100/£120	£100
<b>Gourmet &amp; specialist traders</b>	£130	£100/£120	£100

#### Income vs Expenditure

Overall	2025
<b>Income</b>	£1,701
<b>Expenditure</b>	£2,142
<b>Balance (Inc. – Exp.)</b>	-£441

2026 projected income:

Standard pitches: £1,005 - £1,290

Food and drink vendors: £530 - £660

**Total:** £1,535 - £1,950

The following groups and businesses have contacted the parish office to express interest in attending the 2026 event:

**Lincolnshire Wildlife Trust**  
**Lincolnshire Air Ambulance**  
**Firehouse Pizzas**  
**Pasta and Beyond**  
**Mockology Premium Mocktails**

### **3.3 Entertainment and Attractions**

A variety of live acts, performances, and entertainment will be booked. Attractions and entertainment will be free to access, unless an external provider chooses to charge a fee (eg. Bouncy castles).

**Kendricks K9** have expressed interest in hosting this year's dog show.  
**CAODS choir** have asked to return to perform at this year's event.  
**Rhubarb Theatre** are provisionally booked to deliver active storytelling sessions  
**RAF Flypast application** has been submitted

### **3.4 Marketing and Promotion**

Main channels of advertising will be social media, word of mouth, and printed advertising in the village (including posters and Foss Focus).  
The Events Working Group will support with marketing and promotion.

### **3.5 Event Operations and Staff**

A mix of volunteers and paid staff will be used to ensure smooth operations, including setup, stewarding and breakdown.  
Security and first aid will be provided by professional teams.  
The Events Working Group will support with volunteer recruitment and co-ordination.  
Parish councillors and staff will be requested to attend and support the event, either on the day of the event or during the planning process.

### 3.6 Indicative Costs

	Proposed budget for 2026	Quote for 2026 (exc. VAT)	Cost in 2025 (exc. VAT)	Cost in 2024
Security (RAW Security)	£300	<i>Requested</i>	£267	£320
First Aid	£130	£130	£120	£200
PA and sound system (Lincoln Audio)	£400	£375	£375	£325
Field Hire	£120	<i>Requested</i>	£120	£250
Live music	£300		£270	£330
Entertainment and Activities (exc. live music)	£650		£585	£155
Advertising	£50		£40	-
TENS license	£21	£21	£21	-
Diesel generator	£130	£130	£130	-
Ticketsource Fees	£110	£80 - £110	£116	£110
<b>Total</b>	<b>£2,161</b>		<b>£2,044</b>	<b>£1,690</b>

### RECOMMENDATION(S):

To note the report and:

- a) To agree the proposed pitch fees and categories for pitch hire
- b) To agree the proposed Terms & Conditions for pitch hire (Appendix B)

## Appendix A

### 1. Standard Pitch Hire

Category	Includes	Price per pitch	Initial allocation
<b>A: Community Groups and Charities</b>	<ul style="list-style-type: none"> <li>- Local voluntary groups</li> <li>- Schools, clubs, and not-for profit organisations</li> <li>- Registered charities</li> </ul>	£15	18
<b>B: Local Traders, Makers and Social Enterprises</b>	<ul style="list-style-type: none"> <li>- Makers, crafters and artists</li> <li>- Sole traders selling their own products</li> <li>- Local independent businesses</li> <li>- Social enterprises and ethical traders</li> </ul>	£30	18
<b>C: Commercial and Promotional Business</b>	<ul style="list-style-type: none"> <li>- Non-local business</li> <li>- Franchises or regional/national brands</li> <li>- Lead-generation or promotional stalls</li> <li>- Businesses selling mass-produced or third-party goods</li> </ul>	£60	8

**NB.** Any stalls primarily selling items for consumption, including cake/bake stalls, are classed as a Food and Drink vendors (see below).

#### Franchised businesses

Franchised businesses will be assessed based on their activity at the event rather than their franchise status alone.

- Locally operated franchises offering hands-on activities, services, or products and which are not primarily promotional may be eligible for **Category B**.
- Franchises primarily focused on brand promotion, lead generation, or commission-based sales will be classed as **Category C**.

Food and drink franchises will be assessed solely under the Food & Drink stall policy.

### 2. Food and Drink Vendors

Previous issues with food and drink traders include:

- Lack of control over food mix
- High pitch fees discouraging smaller or value-focused traders
- Perception of expensive food, as higher pitch fees lead to premium vendors

It is proposed that food and drink pitch fees are tiered based on menu pricing and turnover potential, using clear, objective criteria to ensure affordability, balance and fairness.

This allows organisers to curate the food offer, limit duplication, and ensure affordability without increasing administration significantly. Final category and pricing tier allocation is at the discretion of the event organisers to ensure balance and affordability.

## 2.1 Food and Drink Vendor Categories

- To support organisers in ensuring variety
- Does not affect pricing

Category	Definition	Includes	Excludes	Maximum allocation
<b>Hot savoury meals</b>	Freshly prepared, substantial meals intended as a main lunch/dinner option	<ul style="list-style-type: none"> <li>- Burgers</li> <li>- Hot dogs</li> <li>- Loaded fries</li> <li>- Pizza</li> <li>- Pasta, noodles, rice bowls</li> <li>- Wraps, tacos, gyros</li> </ul>	<ul style="list-style-type: none"> <li>- Sweet crepes, waffles</li> <li>- Cakes, brownies</li> <li>- Ice-cream</li> </ul>	4
<b>Kid-focused food</b>	Food intentionally designed, portioned and priced for children.	<ul style="list-style-type: none"> <li>- Sausage and chips</li> <li>- Chicken nuggets</li> <li>- Hot dogs</li> <li>- Mini pancakes</li> </ul>		2
<b>Desserts and sweet treats</b>	Non-frozen sweet items	<ul style="list-style-type: none"> <li>- Cakes, brownies</li> <li>- Donuts, cookies</li> <li>- Crepes, waffles</li> <li>- Churros</li> <li>- Fudge, sweets</li> </ul>	<ul style="list-style-type: none"> <li>- Ice-cream</li> </ul>	2
<b>Ice-cream and frozen treats</b>	Frozen desserts	<ul style="list-style-type: none"> <li>- Ice-cream vans</li> <li>- Gelato</li> <li>- Sorbets</li> <li>- Slushies</li> <li>- Frozen yoghurt</li> </ul>		1
<b>Drinks (hot &amp; cold)</b>	Beverage-led stalls	<ul style="list-style-type: none"> <li>- Coffee vans</li> <li>- Milkshakes</li> <li>- Smoothies</li> <li>- Bubble tea</li> <li>- Soft drinks/lemonades</li> </ul>		2
<b>Dietary-specific food</b>	Food primarily marketed as meeting specific dietary needs. Must be the stall's primary purpose, not just an option.	<ul style="list-style-type: none"> <li>- Vegan-only</li> <li>- Gluten-free</li> <li>- Allergen aware kitchens</li> </ul>		2

## 2.2 Food and Drink Vendor Pitch Prices

Pricing Tier	Examples	Requirements	Pitch Fee
<b>1: Snack &amp; Small Traders</b>	Small baked goods sellers (cupcakes, cookies, brownies), small drinks stands, simple snacks	<ul style="list-style-type: none"> <li>- A small range of low cost items (&lt;£4 each)</li> <li>- Small scale operation</li> <li>- No full meal items</li> <li>- Must fit entirely on a 4m x 4m space</li> </ul>	£30
<b>2: Family Value Traders</b>	Suitable for kids' food, ice-cream, and simple hot food	<ul style="list-style-type: none"> <li>- At least one main menu item priced at £5 or under</li> <li>- Child portion or family deal available</li> <li>- No single main item above £9</li> </ul>	£70
<b>3: Standard Traders</b>	Suitable for most hot food and dessert traders	<ul style="list-style-type: none"> <li>- Lowest priced item £6 - £7</li> <li>- At least one main menu item under £8</li> </ul>	£100
<b>4: Premium/Specialist Traders</b>	Suitable for gourmet or niche traders	<ul style="list-style-type: none"> <li>- Main items typically £9+</li> <li>- Specialist or artisan offering</li> </ul>	£130

### Saxilby Sports Hub

Saxilby Sports Hub will be subject to standard room booking policy and rates for hire of the bar and licensed outdoor area.

Any additional space required outside of these areas will be subject to Standard Pitch Hire and/or Food & Drink Vendor rates as above.

## Appendix B

### Pitch Hirers' Terms and Conditions

SAXILBY FAMILY FUN DAY

DATE: Saturday 22 August 2026

OPENING HOURS: 12pm - 5pm (set up from 9am)

LOCATION: Saxilby Public Recreation Ground, William Street, Saxilby, LN1 2LP

Definitions:

- **Organisers:** Saxilby with Ingleby Parish Council
- **Pitch Hirer:** Any individual or organisation hiring a pitch
- **Standard Pitch:** A single pitch (4m width x 4m depth)
- **Food and Drink Vendor:** Any stall selling food or drink for consumption, including baked goods

#### A. Conditions applying to all pitch hirers

1. **HEALTH AND SAFETY:** As a pitch hirer, you hold an obligation to ensure the safety of everyone associated with your stand and those persons who may be affected by your activities.
2. **STALL STRUCTURES:** Please ensure all structures and fittings on stalls are adequate and safe and visually checked throughout the event.
3. **WASTE DISPOSAL:** Pitch hirers must take ALL their business waste/packaging away with them at the end of the day. Failure to do so may result in a bill for disposal costs and could affect future bookings.
4. **PUBLIC LIABILITY INSURANCE:** All pitch hirers must have public liability insurance with a minimum cover of £2,000,000. A copy of the certificate must be provided prior to the event. Trading without valid insurance is not permitted.
5. **PRODUCTS AND SUB-LETTING:** Pitch hirers may only sell or promote products and services declared on their application form. The pitch may not be sub-let, lent, or transferred to any other party without prior written permission from the organisers.
6. **PROFESSIONAL CONDUCT:** Pitch hirers are required to conduct themselves in a professional manner towards visitors, the event team, stewards, and other pitch hirers at all times. Failure to do so may result in removal from the event without refund.
7. **TRADING HOURS:** All stands must be manned at all times during the trading hours of the event.
8. **STAND BREAKDOWN:** No stand may begin to dismantle before **5pm**. No vehicles will be permitted onto the field until the area has been cleared of the public (from **5.30pm**). Pitch areas must be left clean and free of rubbish.
9. **WEATHER CONDITIONS:** The organisers accept no responsibility for weather conditions impacting on visitor numbers. In the event of cancellation due to adverse weather or safety concerns, pitch fees are non-refundable unless otherwise stated.
10. **GENERATORS:** Generators may only be used with prior approval from the organisers and must comply with the event's Generator Policy, available on request. Generator use must be included within the pitch hirer's risk assessment.

11. **ELECTRICAL:** All electrical equipment must comply with current legislation, be maintained in safe working order, and be included within the pitch hirer's risk assessment. Valid PAT certificates must be provided for all portable appliances. Electricity supply is not provided unless otherwise agreed at booking. Any additional electricity supply provided may incur an extra cost, which will be confirmed at the time of booking.
12. **LPG:** The use of LPG must be declared in advance and included within the pitch hirer's risk assessment. Only properly maintained equipment and cylinders may be used. The organisers reserve the right to prohibit LPG use where safety concerns are identified.
13. **CAKES AND BAKED GOODS:** Stalls selling cakes, cupcakes, brownies or other baked goods for consumption will be classed as Food and Drink Vendors, regardless of whether items are home-baked, commercially produced, or sold as part of fundraising. Community or charity stalls may include a small number of baked items as part of a wider fundraising activity at the discretion of the organisers. Where baked goods form the primary offer, the stall will be treated as a Food and Drink Vendor.
14. **DEADLINES AND OVERSUBSCRIPTION:** All bookings are considered provisional until the required documentation, including a risk assessment for the hired pitch and evidence of public liability insurance, have been received by the organisers.

Documentation should be submitted within two weeks of making a provisional booking. Bookings will not be cancelled during this initial two-week period. Where categories are oversubscribed, the organisers reserve the right to cancel provisional bookings **after the initial two-week period and before 31 July 2026**, with a full refund.

**All required documentation must be received by the organisers no later than 31 July 2026. Any bookings not fully documented by this deadline will be cancelled without refund.**

15. **SUSTAINABLE PRACTICES:** Pitch hirers are encouraged to adopt sustainable practices wherever possible. This includes reducing single-use plastics, reusing or recycling materials, minimising packaging, and responsibly sourcing products. The organisers may provide guidance and suggestions, and appreciate all efforts to reduce the environmental impact of the event.
16. **RAFFLES AND PRIZE DRAWS:** Raffles or prize draws at the event are limited and must be approved in advance by the organisers. No other raffles, prize draws, or similar games of chance may be conducted or advertised on the day. The timing and organisation of any approved raffle will be managed in consultation with the organisers.

Any queries about raffles, prize draws, lucky dips, or other fundraising activities can be forwarded to the organisers. We are more than happy to discuss ideas and provide guidance to ensure activities comply with event rules.

## **B. Conditions for Standard Pitch Hirers**

1. **PITCH SIZE:** Standard pitches measure **4m width x 4m depth**. Pitch hirers requiring additional space should book multiple pitches. Additional space cannot be accommodated on the day.
2. **PARKING AND VEHICLES:** Vehicle parking will be located at the rear of the field, on grass, away from stalls and pitches. One parking space is allocated per standard pitch. Additional vehicles may access the site for set-up but must be off-site by **11.45am**. No vehicle movement will be permitted on the field between **11.45am** and **5.30pm**.

3. **BOOKING CATEGORY AND CONFIRMATION:** Standard pitch hirers may self-select their category; however, the organisers reserve the right to request further information and to decline or re-categorise bookings where appropriate.

Bookings are **not confirmed** until evidence of public liability insurance and a risk assessment has been received.

### **C. Conditions for Food and Drink Vendors**

1. **PITCH SIZE AND VEHICLES:** Food and Drink Vendors must declare the total space required, including any vehicles, trailers, gazebos, generators, storage, or service areas. Space allocation is based solely on the information provided at application. Vehicles may remain on pitches only where this has been agreed in advance.
2. **APPLICATION REVIEW AND PAYMENT:** Food and Drink Vendors must submit details of their proposed offer for review. If successful, an invoice will be issued. Bookings are **not confirmed** until payment has been received and all required documentation has been approved.
3. **FOOD SAFETY AND COMPLIANCE:** Food and Drink Vendors must comply with all relevant food safety, health, and trading standards legislation.
  - A minimum hygiene rating of **3 or above** is required and must be displayed.
  - All allergens must be clearly declared (Natasha's Law).
  - Vendors must declare any relevant prosecutions and must be free from food-related prosecutions within the last 3 years.

#### **Generator Policy**

Stallholders are permitted to bring generators in accordance with the Generator Policy. They must notify the Event Organiser if they intend to bring a generator, as specified in the terms and conditions.

Petrol-powered generators are prohibited. Acceptable generators must be:

1. Fully enclosed and silenced
2. Powered by LPG gas or diesel (including petrol generators converted to LPG)

Copies of test certificates and risk assessments related to generator use must be provided prior to the event.