



Saxilby with Ingleby Parish Council

Non-confidential

Family Fun Day 2026 Update

Report to: Planning and Development Committee 26-05

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

SUMMARY:

Planning and preparations for Saxilby Family Fun Day 2026 are progressing as expected across all key operational areas, including logistics, attractions, stallholder bookings, legal compliance, communications, staffing, and finance.

A number of arrangements have been confirmed, including ground hire, first aid provision, security, some entertainment and several attractions. Stallholder and entertainment bookings and sponsorship activity are ongoing, with further promotion planned over the coming months.

The event currently remains within projected budget based on current confirmed income and expenditure.

Several elements of planning remain in progress, including completion of the event management plan, drafting of the site plan, live music, confirmation of remaining suppliers, and recruitment of volunteers.

No significant operational concerns having been identified at this stage.

RECOMMENDATION(S):

It is recommended that Planning and Development Committee:

1. Note the update on the progress of planning and preparations for Saxilby Family Fun Day 2026
2. Agrees for the Events Working Group to coordinate arrangements for the parish council stall and event hub, supported by the Administration Officer for operational and documentation requirements
3. Encourages councillors to support the ongoing development and promotion of the event through:
 - a. Promotion of the event to potential stallholders, suppliers, activity providers, entertainers and sponsors
 - b. Supporting operational activities leading up to and during the event
 - c. Providing suggestions/contacts for live music
4. Notes that further updates, including financial updates where appropriate, will be presented to committee as planning progresses

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
- Recycling of waste on-site will be enabled and encouraged

Im

pact on staff

- Delivery of the Family Fun Day requires a significant staff commitment in advance of, and during, the event
- The Administration Officer is leading on operational planning and coordination of the event, supported by the parish clerk, grounds staff, caretaking staff, councillors and volunteers
- Staff responsibilities include:
 - Supplier and contractor coordination

- Communications and marketing
- Stallholder administration
- Finance and invoicing
- Event documentation and compliance
- Event setup, delivery, and breakdown
- The event will require staff attendance outside normal working hours, including setup and attendance on the event day, which has cost implications and accrues TOIL impacting on other service delivery availability
- Time Off In Lieu (TOIL) implications and general workload capacity will continue to be monitored and managed appropriately during the planning and delivery period
- Support from councillors, volunteers, and the Events Working Group will help reduce operational pressure on council staff where possible

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 proposal¹

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
Decision Making / Strategic	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
Finances	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
Property	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
Staff / Operational	Risk of injury, fatigue or insufficient	Low	Medium	Low	Council staff, councillors, and briefed volunteers present throughout the event

¹Risk 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
	supervision during setup, event delivery, or breakdown				Clear roles and responsibilities SIA security and professional first aid provision on site Briefing and risk assessment shared with all staff and volunteers
Legal	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
Written/Verbal Communication	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
Insurance	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
Inspection / Events	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. Purpose of Report

This report aims to provide council with an update on the current status of planning and preparations for Saxilby Family Fun Day 2026.

2. Background

The Family Fun Day is scheduled to take place on Saturday 22 August 2026 at Saxilby Public Recreation Ground, and will be open to the public from 12pm to 5pm. Preparatory work is ongoing across a number of operational, logistical, financial, and promotional areas to support the delivery of the event.

It has previously been agreed that the Events Working Group will collaborate with the administration team to organise and deliver the 2026 event (P25/177). The Administration Officer manages planning and delivery of the event, with experience through planning the 2024 and 2025 events, with operational oversight from the parish clerk. The Planning and Development Committee are to oversee the planning process.

3. 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
- Promote local businesses, charities, and community groups
- Provide live entertainment, attractions and activities for all ages
- Enhance the village's sense of community and strengthen relationships between residents and local organisations

4. Current Progress (correct as of 14 May 2026)

4.1 Logistics and Site Infrastructure

Work has commenced on the core operational arrangements for the event.

	Task	Status	Date
	Book Saxilby Public Recreation Ground	Booking confirmed (£120)	13 Feb 2026
	Confirm first aid arrangements	Newark First Aid – booking confirmed (£130)	10 Feb 2026
	Confirm security arrangements	RAW Facilities – booking confirmed (£222 + VAT)	13 Mar 2026
	Confirm PA/audio arrangements	Lincs Audio - confirmed (£375).	10 Feb 2026
	Book event compere	Paul Stafford - confirmed	18 Nov 2025
	Arrange official event photographer	Nick McDonald - booked	13 Feb 2026
	Request additional bins from WLDC	6 x 240l general waste bins and 4 x 240l mixed	13 Feb 2026

		recycling bins to be supplied Cost TBC	
	Confirm site plan	Open	
	Book generator hire	ViC Hire – booked (£135, assuming we refill diesel on return)	14 May 2026
	Book or purchase radios	Open	

4.2 Attractions and Activities

	Task	Status	Date
	Confirm arrangements for dog show	Kendricks K9 confirmed Further confirmation of details (eg categories, timings, prizes, sign-up arrangements) requested	13 Feb 2026 13 May 2026
	Book miniature railway	LDMES – confirmed	13 Feb 2026
	Book bouncy castles	KiddysCastles - confirmed	20 Feb 2026
	Book mascots	Mascot Memories – in progress (cost TBC)	12 May 2026
	Book fire engine	Confirmed	13 Feb 2026

Additional attractions, entertainment and activities have been arranged as below:

	Attraction	Type	Notes
	Rhubarb Theatre	Interactive storytelling gazebo	Three sessions (12:30, 14:00, 15:30) £224 + VAT
	CAODS	Choir	Performed at 2025 event One performance (12.30 – 13:00)
	Twinkle Twirlers (TBC)	Majorettes	Interested in 2 x 30 minute performances
	RAF Flypast (TBC)	Red Arrows or Battle of Britain Memorial Flight	Requested. Allocation letters are sent approx. two months prior to the event (decisions expected end of June 2026)
	Creative Heights (TBC)	Aerial hoop and bubble performers	Attended 2025 event. Quoted £450 for 3 x 45 minute hoop workshops and 2 x 20 minute bubble performances. Not currently confirmed due to intended negotiation of workshops

4.3 Stallholder Bookings and Management

Food and Drink Vendors

12 applications have been received from Food and Drink vendors, with 11 being invited to attend. 1 vendor was placed on a waiting list due to capacity limits for their product type.

Of the 11 vendors invited to attend, payment has been received from nine. Reminders have been sent to the remaining two traders whose payments are outstanding.

Booking details:

Type	Bookings	Capped at
Snacks/confectionery	1 x payment received	
Child-focused food		2
Hot savoury meals	3 x payment received 1 x awaiting payment	4
Desserts and sweet treats	2 x payment received 1 x awaiting payment	2
Ice-cream and frozen desserts	1 x payment received	1
Drinks only	2 x payment received	2
Dietary-specific food		2
Other		

Stallholders

Type	Bookings	Capped at
Community Groups and Charities	5	18
Local Traders, Makers, and Social Enterprises	6	18
Commercial and Promotional Business	1	8

Feedback from last year suggested that the parish council stall felt detached from the event hub (welcome tent). Merging the two together would support with staffing and would present a more unified approach. Arrangements for this stall could be managed by the events working group, with the administration officer supporting with event hub requirements (such as providing required paperwork and documentation)

4.4 Documentation and Legal Requirements

	Task	Status	Date
	Apply for TEN Licence	TEN granted	06 Mar 2026
	Review and amend event management plan	Open	

	Notify insurers of event	Notified. Further documentation likely to be required due to attendance of over 1,000	13 May 2026
	Notify WLDC safety advisory group of event	To be notified on completion of the event management plan	
	Notify police of event	Notified	13 May 2026
	Submit 'Event Affecting the Highway' form	Submitted	13 May 2026

4.5 Communications and Marketing

Promotion to date has been focused on attracting stall holders, entertainment, activities and event sponsors. This will continue until late June/mid-July, when there will be an increased focus on promoting the event to visitors. This will include social media promotion and posters in the local area.

Communications and marketing will be focused on the local area to reduce traffic impact on the area and encouraging sustainable methods of travel to reduce the impact on the environment and near by residents.

4.6 Volunteers and Staffing

Grounds and caretaking staff have been approached to ascertain their availability to support the event leading up to, and on the day. Administration staff will attend on the day.

Councillors have been notified of the date and invited to support with tasks on the day.

Recruitment of volunteers from the wider community will begin in July.

4.7 Finance and Sponsorship

Total income to date is £1,385, with a further £130 expected from outstanding Food and Drink trader payments, giving a projected total income of £1,515.

Total expenditure to date is £21, with committed and expected costs currently totalling £1,229.10 giving a projected total expenditure of £1,250.10 exc. VAT.

This results in a projected surplus balance of £264.90.

The overall financial position will continue to be monitored and updated as further bookings and costs are confirmed.

Family Fun Day 2026 - Income and Expenditure			
Date updated:	14/05/2026		
Total Income	£ 1,515.00		
Total Expenditure	£ 1,250.10	VAT not included as reclaimed	
Balance	£ 264.90		
Income (Actual to date)			
Food & Drink Traders	£ 660.00		
Standard Pitch Hire	£ 225.00		
Sponsorship	£ 500.00		
Total	£ 1,385.00		
Income Expected			
Food & Drink Traders	£ 130.00		
Total	£ 130.00		
Expenditure (Actual to date)			
	Net	VAT	
TEN Licence Application	£ 21.00	-	
Total	£ 21.00	£	-
Expenditure Expected			
	Net	VAT	
Ticketsource Fees	£ 23.10	£	4.62
Venue Hire	£ 120.00	-	
Security	£ 222.00	-	
Rhubarb Theatre	£ 224.00	£	44.80
First Aid	£ 130.00	-	
PA and Sound	£ 375.00	-	
Commercial bin fee			
Diesel generator	£ 135.00	-	
Creative Heights			
Total	£ 1,229.10	£	49.42

5. Overall Position

Planning for the Family Fun Day 2026 is progressing as expected and work is ongoing across all key delivery areas. A number of items remain subject to confirmation and will continue to be progressed over the coming months.

A matter relating to an external event partner is currently under review and is being considered separately by council within a closed session. Any necessary actions arising from that review will be implemented as appropriate.

No other significant issues or concerns have been identified at this stage.

Future consideration may be given to equipment purchases which could support future event delivery and reduce ongoing hire requirements.

Further updates, including financial updates where appropriate, will be presented to council as planning progresses.

The **recommendations** are available at the start of the report.