



# Saxilby with Ingleby Parish Council

## Non-confidential

## Family Fun Day

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**Report to:** Planning and Development Committee

**Meeting Date:** 26-06

**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:**

This report provides an update on current planning progress for Saxilby Family Fun Day 2026.

No major areas for concern are identified.

Planning for the event remains on schedule.

The main priorities for the coming period are increasing stallholder bookings and securing remaining entertainment and activity providers.

### **RECOMMENDATION(S):**

- a) To note the update.

# REPORT

## I. Overview

Area	Status
Logistics and site infrastructure	Green
Attractions and activities	Green
Stallholder booking and management	Yellow
Documentation and legal	Green
Communications and marketing	Red
Volunteers and on-the-day management	Yellow
Music and entertainment	Red
Finance, budget and purchases	Yellow

## 2. Logistics and site infrastructure

Tasks Complete	Tasks Ongoing	Tasks Waiting
Recreation Ground booked	Request bins from WLDC	Complete site plan
First Aid booked	Book haybales for seating	Notify neighbours re noise and parking
Security/SIA agents booked		
PA/audio booked		
Compere booked		
Photographer booked		

### Notes:

- Bins have been requested from WLDC (general waste and recycling). Supply has been confirmed, but WLDC advised that there may be a commercial charge, which is yet to be confirmed.
- Site plan will be drafted closer to the event and will be confirmed following closure of pitch bookings on 31 July 2026.
- Cllr J Willox to liaise with local farmers regarding supply of haybales.
- Local residents will be written to closer to the event (early August 2026)

## 3. Attractions and activities

Tasks Complete	Tasks Ongoing	Tasks Waiting
Miniature railway booked	Book dog show	Request dog show rosettes
Bouncy castles booked	Share T&Cs	
Fire engine booked		
Book walkabout characters		

### Notes:

- Dog show is confirmed, however awaiting confirmation of categories, timings, and how to enter. Provisional timings have been added to the entertainment and activities schedule.
- Awaiting confirmation of cost and availability for walkabout characters
- Terms and conditions were not originally in place for attractions/activity providers, however following review these will be issued prior to the event (see II).

#### 4. Stallholder booking and management

Tasks Complete	Tasks Ongoing	Tasks Waiting
Arrange stallholder refreshments	Stallholder booking	Create feedback form for stallholders
Nominate lead councillor for parish council stand/event hub	Food/drink vendor booking	Create welcome slips for stallholders
	Update and share T&Cs	
	Collate RAs/PLI/Food Safety Certs	

##### Notes:

- Stallholder booking is ongoing, with 19 stalls and 11 food/drink vendors currently booked. Contact has been made with many local groups, charities and businesses, and leads will continue to be followed up. Previous events have had around 60 pitch bookings (including stalls and food/drink vendors), however this is not a cause for concern at this stage.
- It was resolved at May's Planning and Development Committee meeting for the Events Working Group to co-ordinate arrangements for the parish council stall and event hub (P26/087(b)). The Events Working Group will lead arrangements for the parish council stand/event hub. Requirements for this are identified in **10**.

#### 5. Documentation and legal

Tasks Complete	Tasks Ongoing	Tasks Waiting
TENS licence application		Review event plan
Notify council insurers		Submit RA to insurers
Complete 'event affecting the highway'		Notify WLDC Safety Advisory Group
Notify police of event		

##### Notes:

- Event plan will be reviewed and completed in July 2026. Once complete, it will be submitted to WLDC Safety Advisory Group for review. The event plan review will include the risk assessment for the event, which will be sent to the council's insurers.
- Consideration needs to be given to Martyn's Law (Terrorism (Protection of Premises) Act 2025) due to anticipated attendance at the event. This will be considered as part of the event plan review and risk assessment process.

#### 6. Communications and marketing

Tasks Complete	Tasks Ongoing	Tasks Waiting
	Promote pitch bookings	Promote dog show
		Design and share event posters (visitors)
		Design and share event graphics (stallholders)
		Order promo banners

##### Notes:

- Marketing presence has been delayed due to changes in main sponsor, and awaiting confirmation from further potential event sponsors. This is because event sponsors will be featured on event publicity. A main sponsor has now been confirmed, and will be featured on

any future publicity. A closing date for sponsorship applications will be introduced to avoid further delays and minimise the need to amend publicity materials.

- Dog show promotion will follow once details have been confirmed (see 3).

## 7. Volunteers and on-the-day management

Tasks Complete	Tasks Ongoing	Tasks Waiting
	Confirm staff and councillor attendance	Recruit volunteers
		Volunteer schedule
		Create feedback form for visitors
		Prepare directional signage
		Prepare photography disclosure notices
		Prepare volunteer briefing packs
		Finalise Event Hub rota

### Notes:

- Councillors and staff have been asked to confirm availability to support with the event.

## 8. Music and entertainment

Tasks Complete	Tasks Ongoing	Tasks Waiting
Book acts	Plan event schedule	Share T&Cs

### Notes:

- Three music acts have been booked, and a further act has provisionally been secured by Cllr Wheatley.
- Some demonstrations/activities have been booked, and an event schedule is currently in progress pending further bookings.
- Terms and conditions were not originally in place for music and entertainment providers, however following review these will be issued prior to the event (see II).

## 9. Finance, budget and purchases

Tasks Complete	Tasks Ongoing	Tasks Waiting
Generator booked	Secure sponsorship	Book radio hire/consider purchase
		Consider purchase of large gazebo
		Consider purchase of feather flags
		Purchase supplies (including bin bags, cable ties, extension leads, etc)

### Notes:

- A main sponsor has been secured for the event
- Following feedback from previous events, purchase of a large (6m x 3m) pop-up gazebo would be useful for this (and other) events. The council currently has a 3m x 3m gazebo, however a larger gazebo would be more appropriate for a joint parish council/event hub stall.
- Feather flags could also be purchased for this (and other) events to signpost first aid, lost children, and/or information points.

- Radios used in previous events are no longer effective/reliable. Exploration into hiring/purchasing upgraded models is required.

<b>Family Fun Day 2026 - Income and Expenditure</b>			
<b>Date updated:</b>	<b>10/06/2026</b>		
<b>Total Income</b>	£ 1,635.00		
<b>Total Expenditure</b>	£ 1,875.60	VAT not included as reclaimed	
<b>Balance</b>	-£ 240.60		
<b>Income (Actual to date)</b>			
Food & Drink Traders	£ 660.00		
Standard Pitch Hire	£ 345.00		
Sponsorship	£ 500.00		
<b>Total</b>	<b>£ 1,505.00</b>		
<b>Income Expected</b>			
Food & Drink Traders	£ 130.00		
<b>Total</b>	<b>£ 130.00</b>		
<b>Expenditure (Actual to date)</b>			
	<b>Net</b>	<b>VAT</b>	
TEN Licence Application	£ 21.00	-	
<b>Total</b>	<b>£ 21.00</b>	<b>£</b>	<b>-</b>
<b>Expenditure Expected</b>			
	<b>Net</b>	<b>VAT</b>	
Ticketsource Fees	£ 33.60	£	6.72
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	-	
Gaz Clitheroe	£ 120.00	-	
Carianne Rogers	£ 120.00	-	
Mascot Memories	£ 50.00	-	
Creative Heights	£ 325.00	-	
<b>Total</b>	<b>£ 1,854.60</b>	<b>£</b>	<b>51.52</b>

## 10. Event Hub requirements

The Event Hub is the central event control point from which the event is managed. It serves as the primary location for coordination, communication, incident management and record keeping, and should be staffed at all times while the event is open to the public.

Documents (hard copies) required:

- Full event plan document, including:
  - o Risk assessment
  - o Stallholder details
  - o Pitch hirer T&Cs
  - o Entertainment/event schedule
  - o Lost/Found Child/Vulnerable Person Policy
  - o Key contractor details
  - o First Aid/Medical plan
  - o Site map
- Lost/Found Child/Vulnerable Person forms
- Lost property recording forms
- Volunteer schedule
- Attendance recording forms
- Incident/accident/near miss reporting forms
- Emergency contact list

Other items which should be kept in the event hub:

- Counter(s) for attendance checks

- Hi viz jackets for staff and volunteers
- Lanyards for staff and volunteers
- Refreshments for staff and volunteers
- Radios (including batteries and/or chargers)
- Stationery
- Spare signage
- Event PA/emergency announcement script

Staff and volunteer briefings should take place at the Event Hub. Any information packs, briefing notes, sign-in sheets and other documentation required for staff and volunteers should therefore also be kept within the Hub.

## 11. Terms & Conditions revision

Terms and Conditions have been shared with stallholders and food/drink vendors at the point of booking. These T&Cs have been revised to include a declaration of eligibility and conduct, and a photography and promotion clause.

In light of this revision, a 'performer, demonstrator and workshop' agreement has been drafted, based on the same T&Cs, to ensure all expectations and requirements are clear to all parties.

The revised T&Cs will be circulated to all stallholders, vendors, performers, demonstrators and workshop leaders with the following covering message:

We have updated and consolidated the Pitch Hirers' Terms and Conditions for Saxilby Family Fun Day 2026. This is part of our routine process to ensure clarity, consistency, and compliance across all bookings.

Please review the updated document and confirm by replying to this email with "I confirm" or by completing the short confirmation form linked below.

## 12. Provisional Entertainment and Activity Schedule

	Dog Show	Children's Entertainment		Live Music	Performers/Demos/Workshops			
12.00 - 12.15		KiddysCastles - Inflatables and Soft Play						
12.15 - 12.30						Creative Heights (Hoops) 12:15 - 13:00	Zumba with Sylvia	
12.30 - 12.45	Best Male		Walkabout characters - Bluey and Stitch	Rhubarb Theatre - Interactive Storytelling	CAODS Choir			
12.45 - 13.00								
13.00 - 13.15								Zumba with Sylvia
13.15 - 13.30						The Chasers	Creative Heights (Bubbles) 13:20 - 13:40	
13.30 - 13.45	Best Female							Zumba with Sylvia
13.45 - 14.00								
14.00 - 14.15					Rhubarb Theatre - Interactive Storytelling	Gaz Clitheroe	Creative Heights (Hoops) 14:00 - 14:45	
14.15 - 14.30								
14.30 - 14.45	Best Trick							
14.45 - 15.00						Carianne Rogers		
15.00 - 15.15							Creative Heights (Bubbles) 15:05 - 15:25	
15.15 - 15.30								
15.30 - 15.45	Best in Show				Rhubarb Theatre - Interactive Storytelling	Gaz Clitheroe		
15.45 - 16.00							Creative Heights (Hoops) 15:45 - 16:30	
16.00 - 16.15								
16.15 - 16.30					Carianne Rogers			
16.30 - 16.45								
16.45 - 17.00								

Green: Booked and timings confirmed

Orange: Booked, timings to be confirmed

Yellow: Not yet booked

### 13. Overview of Stalls and Other Activities

Company	Stall Type	Stall Details
Kendricks K9	Animals and Pets	
RSG Reptiles	Animals and Pets	Reptile handling experience
Saxilby Public Recreation Ground	Community Groups and Charities	
Lincs and Notts Air Ambulance	Community Groups and Charities	Charity merchandise
St Botolph's Church - Messy Church	Community Groups and Charities	Messy Church activities
RAF Association Lincoln Branch	Community Groups and Charities	RAF Association Merchandise
Lincolnshire Autistic Society	Community Groups and Charities	Support and advice, fundraising
1st Saxilby Guides	Community Groups and Charities	Lucky dip bran tub, display of Guiding memorabilia
Lincolnshire Wildlife Trust	Community Groups and Charities	Our stand provides information on local wildlife and the
Pocket Money Prints	Craft and Handmade	3d printed models and items
TJ Crafty	Craft and Handmade	Resin art including sea scapes, clocks, coasters, waves,
African HandMade Art	Craft and Handmade	Hand made from wire and beads African animals, British
Craft77	Craft and Handmade	Plaster paint your own kits, wooden signs and gifts
The Crafty Chug	Craft and Handmade	Resin crafts, coasters, bags, mugs, charms etc
Sunflower Celebrations	Kids' Activities	Pocket money toys, sweet bags, gifts, hampers, lucky dips,
Pink Unicorn Fun Parties	Kids' Activities	Face painting, hair braiding and rings and keychains and
WLDC	Other	Litter sorting activity
Newark First Aid	Other	
The Travelling Bookshop	Other	Brand new books for all ages in a mobile bookshop. Including

Company	Allocated	Stall details
Firehouse Pizzas	Hot savoury meals	Pizzas
3XL BBQ	Hot savoury meals	BBQ
The Candy Garage	Snacks/confectionery	Sealed Pick N Mix
SB Promotions	Desserts and sweet treats	Waffles, doughnuts, coffee
Party Delights Icecream	Ice-cream and frozen desserts	Ice-cream van
Really Awesome Coffee - Lincoln	Drinks only	Coffee van
Just Bake It	Desserts and sweet treats	Cakes and bakes
The Garden Bakehouse	Desserts and sweet treats	Cakes and bakes
Naughty Pig Group	Hot savoury meals	Pulled pork, loaded fries
Mockology	Drinks only	Mocktails
Pasta 'n' Beyond	Hot savoury meals	Pasta

- Saxilby Bowls Club will be running roll-up/have-a-go activities on the bowls green
- Saxilby Sports Hub have submitted a booking request for the bar
- LDMES will be providing their miniature railway
- KiddysCastles have confirmed attendance with inflatables and soft play
- Saxilby Fire & Rescue have confirmed attendance with fire engine