



Saxilby with Ingleby Parish Council

Non-confidential

Family Fun Day Update - July

Report to: Planning and Development Committee

Meeting Date: 26-07

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.

RECOMMENDATION(S):

- a) To note the update.
- b) To agree **Saturday 21 August 2027** as a provisional date for a potential 2027 Family Fun Day, subject to a future confirmation of the event being agreed.

REPORT

I. Overview

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

New information/updates since last report highlighted in [blue](#).

A staff planning and logistics meeting was held on 1 July 2026. A summary of this meeting can be found in **Appendix I**.

2. Logistics and site infrastructure

Tasks Complete	Tasks Ongoing	Tasks Waiting
Recreation Ground booked	Request bins from WLDC	Notify neighbours re noise and parking
First Aid booked	Book hay/straw bales for seating	Notify local stables/owners of livestock of BBMF flypast
Security/SIA agents booked	Complete site plan	
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 discussed at staff planning and logistics meeting. Initial plan has been drafted and will be confirmed following closure of pitch bookings on 31 July 2026.](#)
- Cllr J Willox to liaise with local farmers regarding supply of hay/straw bales.
- Local residents will be written to closer to the event (early August 2026). [Letter to residents should include notification of BBMF Flypast.](#)
- [BBMF guidelines state that local residents should be advised of the flypast \(as above\), as well as local farmers and owners of livestock.](#)

3. Attractions and activities

Tasks Complete	Tasks Ongoing	Tasks Waiting
Miniature railway booked	Book dog show	
Bouncy castles booked	Share T&Cs	
Fire engine booked		
Walkabout characters booked		
Aerial hoops workshop booked		
Donation of dog show rosettes from Birdbrook confirmed		

Notes:

- Dog show is confirmed, [currently liaising regarding logistics and timings.](#)
- Terms and conditions were not originally in place for attractions/activity providers, however following review these will be issued prior to the event.
- [BBMF flypast confirmed – more details inc. specific aircraft and timings will be received in the week of the event](#)
- [Communication schedule in place for stall holders, food and drink vendors, performers etc, to ensure key information is shared in the lead up to the event](#)

4. Stallholder booking and management

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

Notes:

- Stallholder booking is ongoing, with [33 stalls and 10 food/drink vendors currently booked.](#) [Five further food/drink vendors have been issued with invoices, so are provisionally booked, and Saxilby Sports Hub will also be opening the bar.](#) 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 in total (including stalls and food/drink vendors) [Details of currently booked stalls can be found in Appendix 2.](#)
- [Cllr Shepherd has been nominated to lead on arrangements for the parish council stall, with support from the Events Working Group.](#) Operational and documentation requirements are detailed in [10.](#)
- [A recycling station will be stationed next to/within the parish council stall, to promote recycling but ensure that this is supervised to avoid contamination.](#)

5. Documentation and legal

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

Notes:

- [Event plan is in review and due to be 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:

- Final sponsors have been confirmed, with a hard stop of 3 July 2026. This will allow publicity to be created and shared from w/c 6 July 2026.
- Dog show promotion will follow once details have been confirmed (see 3).
- BBMF should be included on publicity and a clear 'no drones' policy should be noted
- Guidance for visitors to use public transport or travel on foot where possible should be clearly communicated to reduce congestion. Mill Lane parking should also be advertised.

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 parish council stall 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:

- Live music performances are now booked throughout the afternoon, alongside a range of activities and demonstrations. A provisional event schedule is in place (see Appendix 3).
- Terms and conditions were not originally in place for music and entertainment providers, however following review these will be issued prior to the event.

9. Finance, budget and purchases

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

Notes:

- Due to funds, purchase of an additional 3m x 3m gazebo, identical to the one currently owned by the council, is being considered instead of a larger (6m x 3m) gazebo. This would reduce expenditure and maximise flexibility, with use of both gazebos being an option when a larger area is needed. Costings have been provided to the clerk.
- Radios used in previous events are no longer effective/reliable. Costings for upgraded replacements have been provided to the clerk.

Family Fun Day 2026 - Income and Expenditure				
Date updated:	08/07/2026			
Total Income	£ 2,370.00			
Total Expenditure	£ 1,941.35	VAT not included as reclaimed		
Balance	£ 428.65			
Income (Actual to date)				
Food & Drink Traders	£ 690.00			
Standard Pitch Hire	£ 600.00	Ticketsource; Foss Ladies; Air Ambulance; St		
Sponsorship	£ 500.00	JM Automotive		
Total	£ 1,790.00			
Income Expected				
Sponsorship	£ 200.00	Agrigem; Briony Arber		
Food & Drink Traders	£ 380.00			
Total	£ 580.00			
Expenditure (Actual to date)				
	Net	VAT		
TEN Licence Application	£ 21.00	-		
Card printing	£ 12.88			
Total	£ 21.00	£ -		
Expenditure Expected				
	Net	VAT		
Ticketsource Fees	£ 49.35	£ 9.87		
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			Amount TBC	
Diesel generator	£ 135.00	-		
Gaz Clitheroe	£ 120.00	-		
Carianne Rogers	£ 120.00	-		
The Chasers	£ 50.00			
Mascot Memories	£ 50.00	-		
Creative Heights	£ 325.00	-		
Total	£ 1,920.35	£ 54.67		
Proposed/Potential Expenditure				
	Net	VAT		
Stickers				
Guiding Sparks (Circus Skills workshop)	£ 475.00		Budgeted or quoted	
Vinyl banners				
Gazebo	£ 641.00			
Radio (hire or purchase)	£ 200.00			
Total	£ 1,316.00	£ -		

10. Event Control Point requirements

The Event Control Point 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

- Key contractor details
- First Aid/Medical plan
- 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 Control Point:

- 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
- Litter picking equipment

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

II. 2027 event

To help maintain interest from vendors and exhibitors, it is proposed that a provisional date for a potential 2027 Family Fun Day is identified and shared, subject to a future council decision to proceed with the event.

Providing a provisional date would allow vendors to save the date and enable the council to accept expressions of interest or provisional applications where booking deadlines fall before a formal decision on the event can be made.

The proposed 'save the date' for the Family Fun Day 2027 is **Saturday 21 August**.

Appendix 1: Staff Planning and Logistics Meeting

A staff logistics meeting was held on 1 July 2026 to review operational arrangements, confirm staffing responsibilities and identify outstanding actions ahead of this year's Family Fun Day.

Attendees: Jamie Crawford, Andy Deighton, Mia Haywood, Lydia Hopton and Laura Thompson

Staffing and Event Operations

- Event timings have been confirmed as 12:00pm to 5:00pm, with stallholder access from 9:00am and Mill Lane overflow car park opening from 8:30am.
- Grounds staff will complete site marking during the week before the event.
- Volunteer support will be used for vehicle marshalling, litter picking and recycling activities, with volunteer recruitment to begin closer to the event.
- Approximately 37 stallholders are currently confirmed, slightly ahead of the same stage last year.

Site Layout

- The overall site layout was discussed, with a final plan to be circulated in August.
- Vehicle access will be controlled through designated entry and exit points to improve safety.
- Stall pitches will be letter-coded to assist with efficient setup.
- The final position of the performance stage will be confirmed following consideration of prevailing wind direction and noise management.
- The miniature railway location is being reviewed to improve visitor flow while protecting the cricket square.

Environmental Initiatives

- Greater emphasis will be placed on recycling this year through a staffed recycling station located near the parish council stand.
- Volunteers will supervise a recycling activity station for customers own recycling (e.g. empty drinks cans from the event), and children will be encouraged to participate through a small educational activity with rewards.

Equipment and Supplies

- Durable reusable signage, recycling equipment, safety supplies and additional event equipment will be procured over the coming weeks.
- Staff uniform will be requested – e.g. polo/t-shirts and name badges.
- A new photo opportunity display and recycling station will be constructed by the Grounds Team.

Safety and Communications

- First aid and security arrangements have been confirmed.
- Emergency procedures, evacuation routes and risk assessments will be incorporated into the Event Management Plan.
- Existing two-way radios are proving unreliable and replacement or hire options are being investigated.

Weather Planning

- While no formal adverse weather contingency plan is proposed, updated stallholder terms and conditions provide protection in the event of cancellation due to severe weather.
- Stage positioning will also take prevailing wind conditions into account.

Entertainment and Sponsorship

- Key attractions, including the performance stage, mascot appearances, dog show and miniature railway, have been confirmed.
- Additional sponsorship is being sought to secure the circus skills activity and support the remaining event budget. Sponsorship commitments are due to be finalised by 3 July to allow event publicity to proceed.

Next Steps

Work over the coming weeks will focus on finalising sponsorship, completing the site plan, procuring equipment and signage, confirming volunteer arrangements, updating event documentation, and completing staff and volunteer briefings before the event.

Appendix 2: Stall/Food and Drink Bookings (as of 8 July 2026)

Stalls:

Name	Details
1 st Saxilby Guides	Lucky dip/bran tub, and display of guiding memorabilia
African HandMade Art	Handmade art – wire, beads etc
Craft 77	Paint your own plaster kits, wooden signs and gifts
Foss Ladies Choir	Promoting the choir
Home Grown and Crafted	Home made jams and chutneys. Will be able to try before buying
HS 3D Prints	3D printed fidgets and sensory toys, dragons, animals
JM Automotive	
Just Bake It	Cakes and bakes
Kendricks K9	
Lincolnshire Autistic Society	Support and advice, fundraising
Lincolnshire Wildlife Trust	Information on local wildlife and nature
Lincs and Notts Air Ambulance	Charity merchandise and fundraising
Magical Hearth Co	Witchcraft supplies
MJW Photography	Frames, mounts, canvases, cards, coasters and notebooks photography of aircraft, wildlife and historic Lincoln
Nico and Ned	Prints of original digital artwork and quote prints in recycled packaging
Pink Unicorn Fun Parties	Face painting, hair braiding, rings, keyrings
Pocket Money Prints	3D printed models and items
Primrose and Hawkins	Handmade Home and hair accessories
RAF Association Lincoln	RAFA merchandise
RSG Reptiles	Reptile handling experience
Saxilby Athletic U6s	Football games, activities and competitions
Saxilby Cricket Club	Fundraiser, use of club nets
Saxilby Fire and Rescue	Fire engine
Saxilby Public Recreation Ground Charity	Raffle
Saxilby with Ingleby Parish Council	
Shine	Community support and activities
SIGNS	Kids' activities
St Botolph's Messy Church	Messy Church activities
Sunflower Celebrations	Pocket money toys, sweet bags, gifts, lucky dip
The Candy Garage	Pick n Mix
The Crafty Chug	Resin crafts, coasters, bags, mugs, charms etc
The Garden Bakehouse	Cakes and bakes
The Travelling Bookshop	Brand new books in mobile bookshop
TJ Crafty	Resin art including sea scapes, clocks, coasters etc
Twinkle Twirlers	Non-profit majorette troupe
WLDC	Litter sorting activity

Food and drink:

Name		Details
3XL BBQ	Savoury	Barbeque – burgers and sausages
Continental Graze (provisional)	Savoury	Awaiting payment. Charcuterie grazing boards and cups
Firehouse Pizzas	Savoury	Stonebaked pizza
Flippin Crepes (provisional)	Sweet and Savoury	Sweet and savoury crepes
Loco Strawberries (provisional)	Sweet	Strawberries and chocolate
Mockology	Drinks	Non-alcoholic cocktails
Party Delights Ice-cream	Sweet	Ice-cream van
Pasta 'n' Beyond	Savoury	Pasta
Really Awesome Coffee	Drinks	Coffee van
SB Promotions	Sweet	Doughnuts, waffles
The Potato Man (provisional)	Savoury	Jacket potato van
The Sizzle Shack (provisional)	Savoury	BBQ, mac and cheese, loaded fries

Appendix 3: Provisional Event Schedule (as of 8 July 2026)

	Dog Show	Children's Entertainment			Live Music	Performers/Demos/ Workshops	
12.00 - 12.15		KiddysCastles - Inflatables and Soft Play Miniature Railway					
12.15 - 12.30						Creative Heights	Zumba with Sylvia
12.30 - 12.45	Best Male		Walkabout characters - Bluey and Stitch	Rhubarb Theatre - Interactive Storytelling	CAODS Choir	(Hoops) 12:15 - 13:00	
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						
13.45 - 14.00							Zumba with Sylvia
14.00 - 14.15				Rhubarb Theatre - Interactive Storytelling	Gaz Clitheroe	Creative Heights (Hoops) 14:00 - 14:45	
14.15 - 14.30							Caterpillar Music 14.15 - 14:55
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							Twinkle Twirlers 15:15 - 15:45
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							Twinkle Twirlers 16:00 - 16:30
16.15 - 16.30					Carianne Rogers		
16.30 - 16.45							
16.45 - 17.00							