



**NEW WALTHAM**  
PARISH COUNCIL

# MINUTES

**EVENTS COMMITTEE MEETING**  
**26 June 2025 – 11.30am - NW Pavilion -**

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**In attendance:**

Cllr Stephanie Smith  
Cllr Steve Keys  
Cllr Terry Bond  
Cllr Pat Simpson  
Cllr Dennis Sandell

Chris (Party Time Company)

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- Chris was in attendance and wanted to support the Music Festival with the hire of wipe out equipment. Committee felt that the equipment would be an asset. Advises that he has his own generator. To use Chris moving forward for all events. Committee to hire 'wipe out' – **Agreed.**
- Portaloos need signs around the site.
- Questions asked re how many stalls and do they pay/book along with what food vendors we have booked in – Committee to check with Clerk – **Agreed.**
- Security firm to be met on site by Cllr – **Agreed.**
- First Aid – Clerk awaiting confirmation of attendance of St John Ambulance
- Posters & Banners – On order. Possibly a generic one is needed for each year that can be placed on the main stage. Cllr Keys to look into this – **Agreed.**
- Stage – Need to check status of the hired lorry and the steps for access – **Ongoing/Requires Action.**

- Second stage – school steps need to be collected from NWA. Schedule needed for timings to fit in with main stage – **Ongoing/Requires Action.**
- Raffle – Prizes needed/ Tickets ordered. Cllr Bond contacted Tesco. Cllr Breed sorting local shops. Clerk to possibly contact Thorpe Park? Cllr Keys to sort TV prize – **Ongoing/Requires Actions.**
- Cllr Simpson to borrow charity buckets to collect extra cash on the day – **Agreed.**
- Is a card machine available – check with Clerk?
- Have Scout group been contacted – check with Clerk?
- Main contacts for the day: Cllr Keys & Cllr Smith – **Agreed.**
- Alcohol Licence – Cllr Keys has already started this process – **Ongoing.**
- Cllr needed for stage announcements?
- Cllr Simpson to source toilet rolls (5 packs of 18 @ £20) – **Agreed.**
- Bins needed, and black bags purchased – Check with Clerk – **Agreed.**
- Clarification of budget – check with Clerk – **Agreed.**
- Council Gazebo – to be main council point of contact/ projects/ plans/ future plans/ trouble shooting & problems – **Agreed.**

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**Date of next meeting – Monday 7<sup>th</sup> July 2025 @ 12noon**