



NEW WALTHAM

PARISH COUNCIL

Minutes of the Events Committee Meeting 13.08.2026 **Pavilion Hall at 6.30pm**

In attendance: Councillors: Chris Paxman - Chair, Jo Welham – Vice Chair, Karen Clarkson – Minute Taker, Stephanie Smith, Pat Simpson plus members of the public who have committed to helping us with events, Karen Harper and Shaun Barton.

19. Apologies received from:

Councillor Steve Keys who is currently away.

20. Minutes of previous meeting:

The minutes of the previous meeting were agreed as a true record. Members noted that much of the action list had either been completed or was included for discussion at this meeting. One outstanding action remained in relation to item 20, kitchen health and safety bulk training. The Officer was asked to provide any available update.

21. To de-brief on 'Picnic at the Pavilion':

The Chair invited comments on the Picnic at the Pavilion event. Members agreed that, as three months had elapsed, there were no further matters to raise. Improvements for future events, including the new events email address, Ticket Tailor and access to the NWPC Facebook page, had already been put in place by the Officer. It was agreed that steps would be taken to ensure card payment facilities are available at future events.

22. To discuss upcoming events (Halloween, Wreath Making, Christmas):

Halloween event is scheduled for 30th October. Crafts will take place from 2.00pm to 3.30pm, with capacity for 25 children, followed by an Andy Carr disco from 4.00pm to 6.00pm, with capacity for 45 children. Stephanie Smith will lead the event, supported by the Officer. Members discussed whether ticketing should proceed in the usual way or whether Ticket Tailor should be trialled for ticketing and marketing. Jo Welham will produce advertising posters once this has been confirmed, and local marketing will be undertaken. Members also discussed repeating the Pumpkin Walk from the previous year, using a Facebook post for residents to opt in. It was noted that this may involve publishing participants' addresses and may require further discussion.

Wreath Making Event is confirmed for Sunday 29th November from 1.00pm to 3.00pm, with Pat Simpson leading. There will be 20 places at £20 per place, including refreshments, basic wreaths and greenery. Participants will bring their own decorations. Karen Harper agreed to

assist with harvesting greenery, and Chris Paxman advised that greenery could be taken from conifer trees in his garden. Stephanie Smith, Jo Welham and Karen Harper offered to help on the day. Jo Welham will set up an event-specific WhatsApp group with Pat Simpson, Stephanie Smith and Karen Harper. Ticket Tailor is expected to be used for this event, with Jo Welham looking into this further. It was suggested that a trial Ticket Tailor event could be created for one Tuesday Friendship Group session, offering free tickets, to test how the system works without creating a dummy public event.

Christmas event is confirmed for Sunday 13th December from 2.00pm to 6.00pm. The left-hand side of the car park will be closed from 10.00am, with cones required from NELC and advance notice to be displayed on the A-board. Set-up will take place from 12 noon, with shut-down completed by 8.00pm. The Officer was asked to amend the booking diary to 12 noon to 8.00pm if required. The event will be led by Karen Clarkson and Karen Harper, and Karen Clarkson will set up an event-specific WhatsApp group with Karen Harper. Although ticketing is not required, it was agreed that the event should be added to Ticket Tailor for marketing purposes. Initial planning has taken place, including provisional bookings with Bensley's Ice Creams and Back to Brass. Members agreed a £200 donation from the £1,500 budget for this event. Further planning is required. Stephanie Smith agreed to explore Christmas crafts for children and adults. The Pavilion Kitchen will provide basic refreshments similar to the Picnic event, and Mandy Paxman agreed to assist in the kitchen. Jo Welham offered to run an hour of parlour games. Karen Clarkson will source and wrap prizes for Pass the Parcel and Lucky Dip. Additional parlour game ideas are required. Shaun Barton will assist with music. Rotary will lend its sleigh, which plays CDs, and Karen Clarkson has sourced an appropriate three-CD set for outside music. Karen Clarkson has purchased an inflatable Santa, which Steve Keys will PAT test when he returns. Chris Paxman has purchased a Christmas projector. Councillor David Hartley has agreed to lend a spare Christmas tree, and Chris Paxman has spare decorations. Karen Harper offered to lend battery-operated string lights in addition to any lights purchased. Members discussed the need to consider cabling and the location of the gazebo, brass band, ice cream van, sleigh and inflatable Santa. Shaun Barton has wireless portable lighting which may be useful. Shaun Barton will collate Christmas music from the 1970s onwards for the hall and will check compatibility of his tablet with the hall PA system. The Officer was asked to advise on licensing requirements for outdoor music. Jo Welham will enquire about a face painter known through work. Christmas-themed tabletop sellers need to be sourced. Karen Harper has approximately 25 items suitable for tombola prizes and has offered to donate them; it was therefore agreed that a tombola, rather than a raffle, will be held. Karen Clarkson has prepared a draft timetable, which requires further detail. Back to Brass are confirmed to play carols outside from 5.00pm to 6.00pm. Karen Clarkson will discuss their repertoire and prepare carol sheets. Jo Welham suggested involving schools by inviting children to submit Christmas stories, poems or artwork for the event. Karen Clarkson agreed to approach school contacts. Councillor David Hartley has a Santa suit and may be able to attend as Santa, subject to other commitments; members agreed that a contingency plan should be in place, potentially including a children's entertainer for one hour. It was agreed that no special first aid provision would be required as the event is low risk, and that the hall toilets would be sufficient. The Officer was asked to confirm caretaker availability. Chris Paxman will check with the Officer what is required for the risk assessment and submission to NELC. Karen

Clarkson will monitor spending, and Chris Paxman will produce an Excel spreadsheet recording total expenditure.

23. To discuss proposal for fashion show event for 2027:

Karen Harper provided details of an organisation that offers fashion shows free of charge where 75 attendees can be guaranteed. A charge applies where attendance is below 75. The organisation provides the compere, models and all required arrangements for the evening. Pat Simpson advised that she still has a contact for a Lincoln-based firm that holds fashion shows using clothing from M&S and will pass the details to Karen Harper for comparison. Members agreed that a fashion show could potentially be held in spring 2027, possibly in April. Changing facilities for models will need to be considered.

24. Discuss the use of Facebook for creation of a dedicated events page in an attempt to expand media platforms:

Members agreed to check with the Officer whether, now that Chris Paxman, Jo Welham and Karen Clarkson have access to the NWPC Facebook page, that page can be used for event posts. Jo Welham advised that an Instagram account can be linked to Facebook so that posts are duplicated. Jo Welham offered to consult her daughter, who has relevant expertise. Other platforms will be considered in due course.

25. Discuss use of dedicated 'events' email address:

Chris Paxman advised that the current password for the events email address is coded and will be changed to something simpler. The password will then be shared with members of the Events Committee, who may use the address for event-related matters as appropriate.

26. Discuss plans for 2027 'Music Festival':

A provisional date of 10th July 2027 has been set. Steve Keys is due to return on 22nd August, and members expressed the hope that he will lead or be closely involved in planning the event, given his experience, contacts and knowledge. Members agreed that it is important for events to be delivered to a high standard, including the choice of bands, and that the budget should be set accordingly to attract suitable performers. Pat Simpson has contact details for a young singer she recently heard who performs covers. Jo Welham mentioned the bands Decoy and The Mardy Johnny Depps. It was proposed that the 2027 Music Festival budget be increased to £10,000, with income generated on the day offsetting some of the cost and supporting other events. Members hoped that a separate meeting dedicated to the Music Festival could be arranged once Steve Keys returns. [It was clarified that the 10k budget was proposal for total events budget, not solely for one event.](#)

27. Discussion regarding funding requirements and events budgets for 2027/2028:

It was noted that Easter 2027 falls within the 2026/27 budget year. Chris Paxman stated that event budgets should be considered by the Personnel and Finance Committee, which has a wider view of the overall budget and is best placed to determine what can be allocated to events. Members agreed that a simple annual uplift in line with inflation may not be the most appropriate approach and that flexibility is needed. Chris Paxman noted that the activities most valued by the community should have the greatest flexibility.

28. To review committee Terms of Reference:

Jo Welham raised that the Terms of Reference need to be clearer, and Stephanie Smith agreed that there are currently grey areas. Members noted that the Committee needs clarity on what can be carried out under delegated authority and what must be referred to full Council. Members confirmed their wish to operate within the Committee's permitted remit, but noted that the existing Terms of Reference do not provide sufficient clarity. Chris Paxman will look to rewrite the Terms of Reference in conjunction with the Officer. Committee members were asked to submit ideas for simplification and clarification to Chris Paxman as soon as possible. Chris Paxman will prepare a draft revised Terms of Reference for presentation to full Council.

29. To discuss ways to implement 'Martyn's Law':

It was noted that Martyn's Law has not yet come into force. Stephanie Smith and Jo Welham are due to attend an ERNLLCA meeting where Martyn's Law is included as an agenda item, and they will report back to the Committee. Jo Welham will share a link to the Government ACT training. Members of the Events Committee were asked to complete the online training, which takes approximately 30 minutes, and to download their certificates on completion.

It was noted that it would be useful for the Events Committee to hold a record of members' ACT training certificates, potentially in digital form. Certificates could be emailed to events@newwalthamparishcouncil.gov.uk.

30. To revise the current stall holders agreement:

Members noted that, before the stallholders' agreement can be revised, advice is required from Byron regarding appropriate wording for questions about the different types of electrical set-up that may be requested. Karen Clarkson suggested distinguishing between suppliers of services and traders. Members remained undecided on percentages and charges. Karen Clarkson suggested asking traders for 10%, subject to a minimum charge of £10.00. The person responsible for progressing this action was not recorded and should be confirmed.

31. To agree date and time of next meeting:

The next meeting was agreed for Thursday 3rd September at 6.30pm at the Pavilion Hall. Chris Paxman gave apologies for non-attendance, and Jo Welham agreed to chair the meeting. Members hoped that Steve Keys would be able to attend and that a further dedicated Music Festival meeting could be arranged, possibly before 3rd September, subject to Steve Keys' availability.

Any Other Business:

Pat Simpson advised that Byron is unable to lock up after the forthcoming Tuesday Multi Sports session. Shaun Barton agreed to attend, obtain the keys either from Byron directly or from Jo Welham, and return them to the home letterbox of Pat Simpson and Byron that evening. Arrangements are to be confirmed.

Pat Simpson requested a new poster for Splat the Rat. Jo Welham created the poster later that evening and emailed it to Karen Clarkson for printing and delivery to Pat Simpson the following

morning. This will also provide an opportunity to show Shaun Barton where to return the keys after the Multi Sports session.

Meeting closed at 20.00