

New Waltham Parish Council Events Committee Meeting Minutes

16th March 2026

Members present: Cllrs Smith, Clarkson, Hartley, Sandell, Hebbar.

Apologies: Cllr Welham.

Item 1: Picnic at the Pavilion

The committee discussed plans for the upcoming picnic at the pavilion, scheduled from 11:00 AM to 5:00 PM.

- **Event Schedule:** Back to Brass will perform at 1:30 PM. Marks Magic Kingdom magic show is confirmed for 11:00 AM to 1:00 PM.
- **Activities:** Football Fun Factory will provide inflatables and coordinate tug of war, sack race, egg and spoon race, and parents race.
- **Logistics:** Four Porta Loos will be arranged. Byron has proposed a photo booth. Games stalls will be included.
- **Advertising:** The committee agreed to create posters and a timetable. Advertisements will be placed for stall holders and a face painter.
- **Requirements:** An event host is required.

Item 2: Updates on Other Events

- **Easter:** Stephanie is organising the event and will provide further details.
- **Christmas:** Plans include collaboration with 'Carols on the Green' and a potential lights switch-on.
- **Halloween:** Disco scheduled for Friday, 30/10/2026. Aneka to contact Andy Carr regarding arrangements.

Actions and Next Steps

- Confirm event host for picnic.
- Arrange four Porta Loos for the event.
- Design timetable; begin advertising for stall holders and face painter.
- Byron to finalise photo booth proposal.
- Anneka to update on Halloween disco contact.
- Stephanie to provide Easter event details.
- Further discussion on Christmas event collaboration and lights switch-on at next meeting.