



NEW WALTHAM PARISH COUNCIL

Minutes of the Events Committee Meeting 20th July 2026 – 7.15pm

Prior to the meeting, the new Chair, Cllr Chris Paxman, proposed that agenda items 9, 10, 14, 15 and 16 be discussed by councillors only, due to the financial nature of those items. This is reflected in the agenda numbering below.

In attendance: Cllr Chris Paxman – Chair (CP)
Cllr Jo Welham – Vice Chair (JW)
Cllr Karen Clarkson – Minute Taker (KC)
Cllr Pat Simpson, together with members of the public who had expressed an interest in supporting future events.
Karen Harper (Non Council member) (KH)
Shaun Barton (Non Council member) (SB)

Apologies received from: Councillors Stephanie Smith and David Hartley.

1. Welcome and introductions

CP, chairing the Committee for the first time, formally opened the meeting at 7.22pm. He noted those in attendance, welcomed KH and SB, explained the revised running order for certain agenda items as outlined above, and provided KH and SB with an overview of the purpose and expectations of the meeting.

2. To de-brief on event on 20th June

CP suggested that this item be deferred until the August meeting, when it is hoped that all those involved with Picnic at the Pavilion will be in attendance. It was requested that this item be added to the August agenda.

3. 2026 Events

The Halloween event is scheduled for 30th October. It was noted that Andy Carr has been booked from 4.00pm to 6.00pm. The Committee discussed whether the event should start at 2.00pm with crafts and other activities. Clarification is required as to whether the previously discussed Pumpkin Walk will still take place. SS was asked to provide her current thoughts.

A date had not previously been confirmed for the Christmas event. The Committee considered two potential dates, with 5th December preferred and 12th December

discussed as an alternative. PS will contact St Matthew's to confirm the date of their Christmas on the Green event and will also speak to Rodney at Peaks Top Farm regarding the possibility of borrowing their sleigh. If 5th December is compatible with both enquiries, this will be the date of the Christmas event. The outcome of PS's enquiries is expected within a few days. The Committee discussed providing mince pies and hot chocolate and ruled out mulled wine due to licensing complications. JW will enquire about a face painter she met at another event. The Committee also discussed the possible purchase of a projector displaying Christmas scenes outside and an inflatable Christmas tree. It was queried whether SS would like to organise Christmas crafts. It was requested that the proposed Christmas event be included on the August meeting agenda.

Other potential events previously discussed for this year include a Fashion Show, Dog Show, Classic Car Show, Table Top Sales, Table Tennis activities and Psychic Evenings. These have been deferred for the remainder of the year so that the Committee can prioritise the Halloween and Christmas events.

4. Lead Councillor for each event

SS has been involved in the organisation of the Halloween event to date. The Committee considered it appropriate that SS be given the opportunity to lead this event, with additional support from one or more councillors if required.

KH expressed an interest in helping to lead the Christmas event, as did KC. If no other councillor wishes to lead the Christmas event, KC will take the lead.

It was requested that both event lead arrangements be added to the August agenda for final decisions.

5. Ideas for additional events

PS proposed running a Christmas Wreath Workshop. A provisional date of Saturday 28th November, from 1.00pm to 3.00pm, was agreed. It was requested that sufficient time be booked for the event, including set-up and take-down. The booking system was not checked during the meeting, and Anneka was asked to confirm availability, make the booking if possible, and advise the Committee. JW mentioned support with advertising flyers. PS advised that greenery and wreaths would be supplied, and that tea and coffee would be available and included in the price. Participants would need to bring their own decorations, such as ribbons, bells and baubles. The cost per place was discussed. The Committee still needs to decide the number of places available and identify additional support for running the event on the day.

KC suggested advertising dates when the Pavilion mural is being painted, including at short notice where necessary. Anyone interested in observing the artist at work would be welcome. It was noted that this is likely to require last-minute posts on the Council's social media channels.

It was requested that both items be included for further discussion on the August agenda.

6. Remit of the Events Committee, roles and expectations

Members present confirmed their wish for the Events Committee to continue. The Committee hopes to encourage further involvement from both councillors and members of the public.

7. Social media platforms for events: current and future requirements

It was considered necessary to create a dedicated New Waltham Parish Council **Events** Facebook page, to sit alongside the existing New Waltham Parish Council Facebook page. The new page should be administered by Anneka, together with the Chair and Vice Chair of the Events Committee.

Once the new Facebook page is established, the Committee can consider the use of additional platforms such as X and Snapchat.

8. Future communications method

It was agreed that a new email address, events@newwalthamparishcouncil.gov.uk, should be created. Anneka, the Events Chair and the Events Vice Chair should have access to this account. There may also be a need for individual event leads to have access in future.

It was also considered appropriate for event leads to set up a WhatsApp group for each event, solely for communication relating to that specific event. Once the event has taken place, the WhatsApp group should be deleted in full to support GDPR compliance.

9. (Discussed between councillors only) Music Festival 2027

A provisional date of Saturday 10th July 2027 was set for the Music Festival. Limited further detail was discussed, as the Committee considered it appropriate to allow time to check whether any other events may be planned for the same date and to give councillors not present at the meeting an opportunity to contribute.

10. (Discussed between councillors only) Management of Major Events

The Committee discussed the possibility of seeking support from an external events management company for larger events. KC expressed the view that the Committee

should be able to organise its own events at its own premises. It was agreed that it may be beneficial for someone already involved with an event to take on additional responsibility, for example Taylor from the Football Fun Factory running Sports at the Picnic. JW asked what would happen if no Committee member wished to lead an event. It was noted that this situation has not yet arisen, but that further discussion would be required should it occur.

11. Martyn's Law training

This item was deferred to a future meeting. It was requested that it be added to the August agenda.

12. Kitchen health and safety requirements

It was agreed to await the outcome of Anneka's enquiries following Cllr Key's suggestion at the July NWPC meeting that there may be an opportunity to arrange bulk training for interested parties at the Pavilion Hall.

13. WhatsApp administration privileges

In addition to the details noted under item 8, the Committee discussed whether an "Ask Anneka" WhatsApp group would be helpful as a single place for council and committee questions or requests. This could reduce the number of separate enquiries received by Anneka through different channels.

14. (Discussed between councillors only) Terms of Reference Review

CP will review the Committee's Terms of Reference to make them clearer. Members present emphasised the importance of understanding the Committee's decision-making parameters and financial constraints. CP will advise further following discussions with Anneka and SS.

15. (Discussed between councillors only) Booking Stallholders

A revision will be made to the existing stallholder agreement and booking form. This will include questions regarding pitch size and electricity requirements, and will specify a flat fee for the use of Council electricity. This flat fee will apply to stallholders only, and not to service providers such as DJs booked by the Council. Where service providers are significant users of electricity, some allowance should be made when agreeing charges to reflect the anticipated level of electricity use. In addition to the electricity charge, traders will be required to pay 10% of takings to the Council. The method for administering this arrangement is still to be decided. The Committee will seek Byron's advice on the wording of the electricity-related questions.

16. (Discussed between councillors only) Up-front budgets for each event

Further guidance is required regarding responsibility for setting the events budget each year. The Committee queried how this decision is reached, whether it is based solely on previous years or whether other factors are considered, and whether the Events Committee can decide how the annual budget is allocated or whether this must be approved by full Council.

17. Any other business

It is hoped that the next NWPC Newsletter will be ready for delivery by early October, allowing the Halloween event, Christmas Wreath Workshop and Christmas event to be included. Anneka was asked whether this timescale is achievable.

18. Date of next meeting

The next meeting is proposed for Thursday 13th August at 6.30pm at the Pavilion Hall. Anneka was asked to schedule this in the booking system, subject to availability, or advise if the proposed date and time are not available.

Meeting closed 9.15pm

Action List

No.	Action	Responsible	Deadline/Notes
1	Add the Picnic at the Pavilion debrief to the August agenda.	Anneka / Clerk	August meeting.
2	Confirm current thoughts on the Halloween event, including whether the Pumpkin Walk will still take place.	SS	Before further planning is finalised.
3	Contact St Matthew's to confirm the date of Christmas on the Green.	PS	Outcome expected within a few days.
4	Speak to Rodney at Peaks Top Farm regarding the possibility of borrowing their sleigh for the Christmas event.	PS	Outcome expected within a few days.
5	Enquire about availability of the face painter previously met at another event.	JW	For the Christmas event.
6	Confirm whether SS would like to organise Christmas crafts.	SS / Committee	For discussion before or at the August meeting.
7	Add the proposed Christmas event to the August agenda.	Anneka / Clerk	August meeting.
8	Add Halloween and Christmas event lead arrangements to the August agenda for final decision.	Anneka / Clerk	August meeting.
9	Check availability for the Christmas Wreath Workshop, provisionally Saturday 28th November, 1.00pm to 3.00pm, including set-up and take-down time.	Anneka	Book if available and advise the Committee.
10	Confirm the number of places and additional support required for the Christmas Wreath Workshop.	Committee	To be decided before advertising.
11	Support the preparation or distribution of advertising flyers for the Christmas Wreath Workshop.	JW	Subject to event confirmation.
12	Include the Christmas Wreath Workshop and Pavilion mural viewing opportunities for further discussion on the August agenda.	Anneka / Clerk	August meeting.
13	Arrange last-minute social media posts when Pavilion mural painting dates are known.	KC / Anneka	As dates become available.

14	Create a dedicated New Waltham Parish Council Events Facebook page.	Anneka	To be administered by Anneka, the Events Chair and Events Vice Chair.
15	Consider use of additional platforms such as X and Snapchat once the Events Facebook page is established.	Committee	Future discussion.
16	Create the events email address: events@newwalthamparishcouncil.gov.uk.	Anneka	Access to be given to Anneka, the Events Chair and Events Vice Chair.
17	Set up event-specific WhatsApp groups where appropriate and delete each group after the relevant event.	Event leads	To support GDPR compliance.
18	Check whether any other events are planned for Saturday 10th July 2027 before progressing Music Festival planning.	Committee / Anneka	Before further Music Festival decisions are made.
19	Add Martyn's Law training to the August agenda.	Anneka / Clerk	August meeting.
20	Confirm the outcome of enquiries regarding possible bulk kitchen health and safety training at the Pavilion Hall.	Anneka	Following enquiries from the July NWPC meeting.
21	Consider whether an "Ask Anneka" WhatsApp group would be useful for council and committee questions or requests.	Committee / Anneka	Future discussion.
22	Review and clarify the Events Committee Terms of Reference.	CP	CP to advise further after discussions with Anneka and SS.
23	Revise the stallholder agreement and booking form to include pitch size, electricity requirements, electricity charging and 10% takings arrangements.	Committee / Anneka	Byron's advice to be sought on wording for electricity-related questions.
24	Seek Byron's advice on wording for the electricity-related questions in the stallholder agreement and booking form.	Committee / Anneka	Before revised forms are finalised.
25	Obtain guidance on how the annual events budget is set and whether allocation decisions require full Council approval.	Committee / Anneka	Future clarification required.
26	Confirm whether the next NWPC Newsletter can be ready for delivery by early October.	Anneka	To allow Halloween, Christmas Wreath

			Workshop and Christmas event details to be included.
27	Schedule the next Events Committee meeting for Thursday 13th August at 6.30pm at the Pavilion Hall, subject to availability.	Anneka	Advise if the proposed date and time are unavailable.