

GREAT SANKEY PARISH COUNCIL
COMMUNITY PROJECTS Committee
Minutes of meeting held Thursday 20th April 2023
In Tim Parry Community Centre

Present	P. Jones	A.Morley
	N. Cotter	B. Sutcliffe
	P.Watson	L.Brereton

1. To receive apologies for unavoidable absence.

Apologies received from Cllr Catlow

2. To approve the Minutes of Previous Meeting 23/02/23

The draft minutes were moved and accepted.

CPG/2023/03 Minutes of the meeting held on 23rd February 2023 were approved.

3. Great Sankey Summer Fun Day

3.1 To acknowledge receipt of correspondence from Deputy Clerk sent to the full Council on 20th March 2023.

CPG/2023/04 The committee has formally acknowledged receipt of correspondence and has accepted.

3.2 To receive draft health and safety documents for the Fun Day, review them and make any recommendations before approval.

3.2.1 Review advise from WBC Event Safety Advisory Group.

WBC Event Safety Advisory Group observations were reviewed, the agreed actions are detailed in the action plan below.

The committee approved hiring 2 SIA trained security staff.
Radio Communication hire was approved.
Porta – loo hire – one disabled and one standard loo was approved.

CPG/2023/05 Hire 2 SIA trained security staff
CPG/2023/06 Hire radio communication
CPG/2023/07 Hire one disabled and one standard porta-loo

3.2.2 Approve the ‘named person’ for the event.

It was agreed that Councillor Phil Jones will be appointed the ‘named’ Event Supervisor.
Councillors Nikki Cotter and Ben Suttcliffe are Deputy Event Supervisors.

CPG/2023/08 Councillor Phil Jones is the appointed ‘named’ event supervisor. Councillors Cotter and Sutcliffe are Deputy Supervisors.

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3.2.3 Event Management Plan

The committee approved the draft Event Management Plan subject to minor amendments and a revised site plan which Councillor Jones will submit.

CPG/2023/09 Draft Event Management Plan was approved subject to minor amendments and revised site plan.

3.2.4. Risk Assessment

The draft risk assessment was approved subject to a minor amendment.

CPG/2023/10 The draft risk assessment was approved subject to a minor amendment.

3.2.5 Stall Safety Check list

The Stall Safety Checklist was accepted subject to a minor amendment.

CPG/2023/11 The Stall Safety Checklist was approved subject to a minor amendment.

3.2.6 Fairground Safety Certificates

It was agreed that Councillor Morley will review the Fairground Safety Certificates prior to them being sent to WBC.

CPG/2023/12 Councillor Morley to review Fairground Safety Certificates

3.3 To discuss the Event Management Team.

3.3.1 Allocate Job Roles

It was agreed that Councillors Watson and Jones will e-mail the full Council to ask all Councillors to confirm whether they are able to attend the Fun Day. Responses should be sent by 12th May.

CPG/2023/13 Councillor Watson and Jones to e-mail full Council for Councillors to confirm their attendance at the Fun Day – replies need to be received by 12th May.

3.3.2 To discuss how many volunteers are required to run the event safely.

The committee agreed that 12 volunteers are required to run the event safely. Councillors will be asked if partners are available to volunteer and Councillor Morley will contact Warrington Voluntary Action to list the Fun Day as a volunteering opportunity on their website.

It was noted that if external volunteers are used then there is a duty of care and refreshments should be provided. It was agreed to order platters from Traditions for 20 people. Councillor Morley has volunteered to collect the order the day before.

CPG/2023/14 It was agreed that 12 volunteers are required to run the event safely.

CPG/2023/15 To order refreshments for 20 people from Traditions.

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3.4 To discuss the format of the day.

3.4.1 Site Plan

The Committee agreed the same layout as last year's event, however due to the success of the dog show and more performances this year, the dog show will be situated adjacent to the performance area. The committee agreed to order more haybales to define the dog show area.

3.4.2 Performance Area

Three local groups have enquired about performing at the Fun Day. Times will be confirmed .

3.4.3 Dog Show

Councillor Catlow has volunteered to organise the dog show. Details will be submitted to the Community Project Committee members.

3.4.4 Number of Stalls

The committee received a list of booked stalls.

3.4.5 Catering Stalls

The committee noted the booked catering stalls.

3.4.6 System to manage queue for Fairground Rides.

It was agreed that the Committee would discuss this in more detail with the Fairground Company.

3.5 To set time and date to meet with the Fairground.

It was agreed that the Committee would meet with the Fairground company on 10th May at 6pm at Tim Parry Community Centre

CPG/2023/15 The CPC to meet with the Fairground company on 10th May at 6pm at Tim Parry Community Centre.

3.6 To set date for safety de-brief and decide who will conduct the briefing.

The safety briefing for volunteers will take place on 7th June at 7pm at Tim Parry Community Centre. Councillor Phil Jones will conduct the briefing.

CPG/2023/16 Safety Briefing to be held on 7th June 2023 at Tim Parry Community Centre

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7. To set time and date for next meeting.

Date of next Community Project Committee Meeting is Thursday 20th July 2023 at 7pm at Tim Parry Community Centre.

Action Plan

Action	Who	Date Completed
Check fairground safety certificates	A.Morley	
To obtain quote from GT Security for 2 SIA trained stewards and book	L. Brereton	24.04.23
Number of Stewards – 12 E-mail sending to Councillors asking to confirm attendance	P.Watson P. Jones	12.05.23
Warrington Voluntary Action to post marshal volunteering on their website	A.Morley	AM/LB 10/05/23
Community Project Committee members to undertake Counter Terrorism Training and e-mail Clerk with confirmation	Community Project Committee Members	
Fire Safety Marshall – to check if any Councillors are qualified, if not to assign an individual with the responsibility	P. Jones	
St Johns Risk Assessment send to WBC	L.Brereton	
Improve the site plan to show steward positions, evacuation points etc	P. Jones	
Send Parish Councils renewed insurance certificate to WBC	L.Brereton	
Risk Assessment - amend the two column headers highlighted by WBC	L.Brereton	03.05.23
Traders to receive copy of Event Mngt plan	L.Brereton	
Traders to sign register on check in at Event to confirm they have read & understood EMP	P.Jones N.Cotter B Sutcliffe	
Update risk assessment - Generators diesel no hot refuelling – check fuels being stored safely. Update		
Insurance renewal certificate send to WBC	L. Brereton	
St Johns Ambulance risk assessment	L.Brereton	
Revised Site Plan	P.Jones	
Hire 2 porta loos	L Brereton	24.04.23
Haybales check quantity ordered and order more to define dog show area	L Brereton	17.05.23
Contact Radio Warrington to check if they have wireless microphone for dog show	L Brereton	09.05.23
Obtain quote from DCS for 8 radios and book	L Brereton	24.04.23
Add Councillors contact numbers to EMP	L Brereton	
Order x 20 lanyards and insert key personnel contact numbers	L Brereton	

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Safety Briefing 7/6/23 at 7pm at Tim Parry Community Centre for all event volunteers E-mail to all volunteers to be sent inviting them to safety briefing with a copy of RA and EMP	P Jones L Brereton	
Event Supervisors to conduct a site survey at Dakota Park prior to safety briefing on 7 th June to check weather forecast , ground conditions and decide whether the event should take place	P Jones N Cotter B Sutcliffe	
Chase Sainsburys for response to e-mail regarding disposal of waste	L Brereton	e-mailed again no reply 08/05/23
Change RA, stall check list and EMP to insist gazebos must have weights if not weighted gazebo will be removed	L Brereton	08.05.23
Amend RA to include fire breaks in stall layout	L Brereton	08.05.23
Stop message to compare with A. Morley's EMP	L Brereton	
Order a buffet from Traditions for x20 people . A Morley to collect the day before	L Brereton A Morley	Been changed to tab £10 per person
N Catlow to organise dog show and liaise with Deputy Clerk	N Catlow L Brereton	08.05.23
Meeting with Fairground company to discuss the setup, layout and queueing system – 10 th May at 6pm at Tim Parry Community Centre	Community Project Committee Members P Jones	10.05.23 Instruction received to order x3 amount of tokens.