

**GREAT SANKEY PARISH COUNCIL**  
**COMMUNITY PROJECTS Committee**  
Minutes of meeting held Thursday 24<sup>th</sup> April 2025  
In Tim Parry Community Centre

<b>Present</b>	N. Catlow	A. Morley
	N. Cotter	L. Brereton
	P. Watson	S. Pennington
	C. Wren	

**1. To receive apologies for unavoidable absence.**

No apologies received.

**2. To approve the Minutes of Previous Meeting 6/3/25**

The draft minutes were moved and accepted.

**CPC/2025/02**     *Minutes of the meeting held on 6<sup>th</sup> March 2025 were approved.*

**3. Great Sankey Summer Fun Day**

**3.1 To receive feedback from WBC's ESAG team**

The committee received the feedback, and the Deputy Clerk clarified that the police comments had been updated and incorporated into the Event Management Plan (EMP). An updated version was sent to the ESAG team; however, it appears they reviewed the original document during their meeting. A revised copy has since been re-sent to the ESAG team with an explanation.

The Public Liability Insurance (PLI) certificate will be forwarded once it has been renewed in May. Additionally, details regarding first aid provision will be shared, confirming that St John's Ambulance will provide two first aiders for the event.

The committee accepted the site map with a minor amendment, it will be submitted to the ESAG team. It was noted that WBC requested the inclusion of steward placement locations on the site plan. Once the event is underway, stewards should not gather at the main gazebo unless they are on a break. Their assigned duties will include litter picking, responding to enquiries, and ensuring the smooth running of the event.

Cllr Morley will provide a script to be shared with Radio Warrington. This script will outline which pre-set actions trigger specific public announcements and will also inform marshalls of the appropriate actions they should take.

**3.1.2 To confirm who will attend the ESAG on-line safety meeting on 8<sup>th</sup> May.**

Cllrs A. Morley and P. Watson will attend the meeting.

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**3.2 To receive an update on the SEN Hour**

Cllr Cotter reported that the SEN hour has been shared across WBC's SEND Network. The Play and Sensory Centre and Warrington Wolves Community Foundation have also been asked to share with their families.

**3.2.1 To discuss the pre-registration process for wristbands.**

Parents have been asked to email the Parish Council in advance to pre-register for a wristband, which will grant access to free fairground rides during the SEN Hour. Those who have registered have received an email instructing them to check in at the Parish Gazebo upon arrival.

**3.3 To receive an update on the format of the day and discuss outstanding actions**

**3.3.1 To review the number of confirmed volunteers and discuss how many are required to run the event safely.**

It was reported that there are currently seven confirmed Councillor volunteers and one member of the public. A reminder email will be sent to all Councillors who have not yet replied, asking them to confirm their availability.

It was requested that invitations to volunteer also be extended to Cllrs Warburton and Watson. Additionally, although Janet Henshaw is no longer a Councillor, she has indicated she may be available to assist as a marshall, and it was agreed that an invitation should be sent to her as well.

Three SIA-accredited staff have been booked to support with event supervision.

It was noted that the token system is not in operation this year. This change will allow marshalls to focus more on overseeing the event, rather than managing the token system.

**3.3.2 To allocate job roles for the Event Management Team**

The following was agreed -;

Event Supervisor – Andrea Morley  
Event Safety Supervisor – Chris Lynas  
Event Deputy Supervisor/Lost child – Nikki Cotter  
Event Control Supervisor – Peter Watson  
Marshall Co-ordinator – Chris Wren  
Dog Show Co-ordinator – Nigel Catlow

**3.3.3 To check the fairground certificates**

Once received they will be forwarded to Cllr Morley to review

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**3.3.4 To receive an update on the dog show.**

Cllr Catlow has created a pre-registration form that includes sections for participants to provide their dog's breed and contact number. A small amendment will be made to incorporate a GDPR statement.

The itinerary for the dog show has been finalised, and an advertisement will be created to promote the event on social media.

Volunteer judges will be organised by Cllr Catlow.

A danger dog action plan has been approved by the committee and will be added as an appendix to the EMP.

Rosettes and Bonio dog biscuits will be purchased as prizes for the winners.

**3.3.5 To receive an update on the confirmed performances.**

The timetable was reviewed, and Cllr Cotter will reach out to Centenary Theatre to inquire about their availability to perform again. If any time slots remain unfilled, Radio Warrington will be asked to play music.

**3.3.6 To receive an update on the list of confirmed stalls.**

The stall list was reviewed, showing a good variety of different stalls, including a strong selection of food options. Most of the stallholders are repeat customers.

**3.3.7 To receive an update on the charities that were nominated.**

Both JUMP and Peace in Mind have expressed their gratitude for being selected as the chosen charities to receive proceeds from the fairground rides. They have indicated their interest in attending the event with a stall to promote their causes, subject to volunteer availability.

Papyrus has also expressed appreciation and asked that it be noted they are a national charity, with their head office based in Warrington.

**3.3.8 To discuss the plan for reviewing the weather.**

The weather will be monitored throughout the week leading up to the event. A decision on whether the event will proceed as planned will be made on Thursday. On the day of the event, weather conditions will continue to be monitored, and adjustments will be made as necessary.

**3.3.9 To set a date for the safety meeting .**

The Safety meeting will take place on Thursday 5<sup>th</sup> June 2025 at 6pm and will be conducted by Cllr A Morley.

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**3.3.10 To discuss welfare arrangements for volunteers.**

It was agreed to purchase bottled water for volunteers and to approach Jules' food stall to arrange a tab of up to £10 per volunteer for a meal and drink. Additionally, approval was given to purchase a small gazebo.

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**3.3.11 To arrange a meeting with the Fairground to discuss the plans for the day.**

It was agreed to arrange an on-line meeting with the Fairground operator week commencing the 12<sup>th</sup> May. This is to go through the day and also discuss the new SEN hour.

**4. To receive the Classic Car Project Form for consideration.**

The form has been received for the proposed car show. They are expected to bring approximately 25 classic cars. The event is tentatively planned for either the 24<sup>th</sup> or 31<sup>st</sup> of August, depending on the Classic Car group's availability.

It was noted that the main hall at the Tim Parry Community Centre is available on both dates and can be used to provide indoor cover for individuals or for the Scouts to sell items. The event is proposed to take place on the Tim Parry Recreation Ground and aims to promote the café, while also serving as a community-building activity.

An initial risk assessment has been submitted, and further details will be presented at a future CPC meeting.

**5. To be updated on the progress of the Heritage boards.**

Cllrs Watson and Pennington updated the committee on their recent meeting with Phil Jeffs from Culture Warrington.

Prior to the meeting, research materials had been shared with Phil, who confirmed he would be able to assist with editing the content for display on public information boards targeted at adult history beginners. During the meeting, Cllrs Watson and Pennington provided further details on the desired outcomes of the project.

Phil confirmed that the project falls within the remit of Culture Warrington. However, any boards to be installed on Warrington Borough Council (WBC) land will require planning permission and must adhere to WBC-approved styles.

It was agreed that Lingley Green, being Parish Council land, would be a suitable location to trial the first board.

A donation to Culture Warrington for their support will be agreed and confirmed at a future meeting.

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**5.1. To consider Councillor Cameron's request to include the Lancaster Castle Trail in the history board.**

The Committee accepted the request and agreed that it represents an important part of local history, which should be included in an age-appropriate manner. It was suggested that the full story could be published on the Parish Council's website to provide broader context.

This approach was also discussed with Phil Jeffs, who confirmed that the content could be edited to ensure it is suitable for all age groups.

**4. To set time and date for next meeting.**

Date of next Community Project Committee Meeting is Thursday 19<sup>th</sup> June 2025 at 7pm at Tim Parry Community Centre.