

GREAT SANKEY PARISH COUNCIL
COMMUNITY PROJECTS Committee
Minutes of meeting held Thursday 6th March 2025
In Tim Parry Community Centre

Present	N. Catlow	A. Morley
	N. Cotter	L. Brereton
	P. Watson	S. Pennington

1. To receive apologies for unavoidable absence.

No apologies received.

2. To approve the Minutes of Previous Meeting 17/10/25

The draft minutes were moved and accepted.

CPC/2025/01 *Minutes of the meeting held on 17th October 2024 were approved.*

3. Great Sankey Summer Fun Day

3.1 To discuss the introduction of a fee for the fairground rides.

The Committee has decided to replace the current free token system, which manages queues for the Fairground rides, with a £1 charge. All proceeds raised will be donated to charity. The fairground operators have confirmed that this system has been successful at other events they manage, and they will handle the collection of payments for the rides. This change will allow volunteers to focus on other aspects of the event, rather than managing the token system.

The Committee has selected the following charities to receive the proceeds:

- Jump
- Papyrus
- Peace in Mind

Councillors will contact the chosen charities to inform them of this initiative and invite them to have a stall at the Fun Day, promoting awareness and raising additional funds for the charities.

The £1 charge will be advertised, along with the information that all proceeds will benefit charity.

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3.2 Discussion on the SEN Hour: Assessing the Feasibility of Effective Management

3.2.1 Pre-registration Process for Wristbands

3.2.2 Managing the SEN Hour in an Open-Site Environment

3.2.3 Volunteer Staffing Requirements

3.2.4 Event Promotion Committee

The Committee has confirmed that they feel able to manage the SEN hour effectively. Last year, Councillors observed that the event was set up for 11 a.m., and they felt the event could have opened at that time.

Councillor Cotter will contact Warrington Borough Council's Children's Services to ask for help with promoting the SEN hour by contacting local schools to inform children who are registered with SEN that there will be an SEN hour which will operate on a referral system.

A pre-registration system will be introduced for the SEN hour, with wristbands issued for access to the Fairground rides. There will be no charge for SEN children, and all participants under 18 must be accompanied by an adult.

A register will be available at the main gazebo, where volunteers will distribute wristbands. Only children listed on the register will receive a wristband.

The Committee is confident in their ability to manage the SEN hour on an open site. Since no music will be played at the fairground, the event will not attract attention from the general public, reducing the likelihood of others entering the field. Additionally, SIA staff will be present to assist with crowd management, and all stalls will be set up in advance to ensure attendees are directed appropriately.

Event promotional materials will focus on advertising the main event.

3.3 Review and Provide Recommendations on Draft Health and Safety Documents for the Fun Day Prior to Approval

3.3.1 Event Management Plan – Revised to Incorporate Recommendations from WBC ESAG

3.3.2 Risk Assessment

3.3.3 Stall Safety Checklist

The committee wishes to raise concerns about the insufficient number of confirmed volunteers at the upcoming Parish Council meeting. It is crucial to emphasise that the event is at risk if we do not secure the necessary confirmed volunteers.

If this matter is not resolved during the meeting, Councillor Morley will send a follow-up email, stressing that the future of the event is in jeopardy. The email will urge all Councillors to confirm their availability to assist with managing the event.

The Committee signed off the Event Management plan, risk assessment and stall safety checklist

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It was suggested that when promoting the event, we include a photo of the police at previous events or feature a quote from them. This will help convey the event as a safe place to attend.

A quote of £120 has been received from a solo singer to perform at the Fun Day. The committee has agreed to accept the quote and request that the singer perform from 3:00 PM to 4:00 PM.

3.4 To discuss the engagement of Event Management staff.

The committee agreed to hire three SIA-trained staff from 10:30 AM to 4:30 PM.

Councillor Morley will send the contact details of a company she has used to the Deputy Clerk, who will then request a quote and present it to the committee for consideration.

4. To set time and date for next meeting.

Date of next Community Project Committee Meeting is Thursday 24th April 2025 at 7pm at Tim Parry Community Centre.