

GREAT SANKEY PARISH COUNCIL
COMMUNITY PROJECTS Committee
Minutes of meeting held Thursday 4th September 2025
In Tim Parry Community Centre

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

1. To receive apologies for unavoidable absence.

Apologies received from Councillors Cotter and Wren

2. To approve the Minutes of Previous Meeting 3/7/25

The draft minutes were moved and accepted.

CPC/2025/07 *Minutes of the meeting held on 03/07/25 were approved.*

3. To discuss Great Sankey Summer Fun Day.

The Committee noted that the budget for the 2026 Fun Day has been set at £20,000, with a contingency of £4,000. They expressed a desire to expand the event while also seeking opportunities to recoup some of the expenditure.

Discussions were held regarding stallholder fees. The current fee of £20 per stall is proposed to increase to £45. It was noted that approximately 20 of the 45 stalls booked are business stalls, though most are individual crafters creating items such as jewellery at home. Charity and community stalls will continue to be free of charge. The Committee also considered food stalls, proposing a fixed fee of £80 and the possibility of requesting a percentage of takings on the day. This year, there were four food stalls and one ice cream van.

CPC/2025/08: RECOMMEND for Sankey Fun Day

- To increase stall holder fees from £20 to £45
- Charity & community stalls to be free
- To charge a fee of £80 for food stalls plus a percentage of takings (LGA 1972 s145)

The introduction of two alcohol bars at the event was also discussed. Each bar would offer a different selection—one potentially serving cocktails and the other focusing on draught beers. It was highlighted that audience management would need careful consideration, as the event is currently family-focused. The risk assessment and number of marshals may need to be adjusted if alcohol is introduced. Examples from other events, such as Penketh Carnival, were noted, including the presence of SIA staff, sectioned-off bar areas with low fencing and hay bale seating, and restrictions on removing drinks from the designated area. Any bars participating would be asked to provide a profit share of their takings.

CPC/2025/09: RECOMMEND for Sankey Fun Day

To introduce two alcohol bars (one beers, one cocktails) and charge a percentage of takings (LGA 1972 s145).

GREAT SANKEY PARISH COUNCIL
COMMUNITY PROJECTS Committee
Minutes of meeting held Thursday 4th September 2025
In Tim Parry Community Centre

The Committee also discussed approaching the fairground operator to explore the possibility of them opening commercially on the Saturday evening, with 20% of takings contributed to the Parish Council. It was noted that the Deputy Clerk has raised this idea with the fairground on a number of occasions in previous years. While there hasn't been any desire by the Fairground Company to do this, the suggestion will be put forward again this year.

CPC/2025/10: RECOMMEND for Sankey Fun Day

To ascertain whether the Fairground would open commercially on the evening before the Fun Day with 20% takings contributed to GSPC (LGA 1972 s145).

The Committee also considered extending the Fun Day on Sunday until 5:00 PM. Last year, the additional hour for SEN activities came at a cost of £1,300, and a similar cost is expected for the proposed extension— a quote will be obtained.

CPC/2025/11: RECOMMEND for Sankey Fun Day

To extend the event to 5PM (LGA 1972 s145).

Cllr Morley shared the outcomes of the VPX event in the town centre and highlighted her access to a supplier list of local groups that could run children's activities in Dakota Park. Some activities may require payment, while others may be offered free as a promotional opportunity.

Additionally, Cllr Morley reported that an events company has expressed interest in running a Saturday evening event before the Fun Day. If supported as an independent event, the company would manage all aspects, including marshalling. However, if the Parish Council were to run it as an official event, additional oversight would be required, including obtaining licenses and possibly consulting local residents.

Actions

- Cllr Morley to contact the events company to request a formal proposal to bring back to the Council
- Cllr Morley to contact Katherine Parry, Head of Licensing at WBC, to clarify any limitations on the land and potential cost implications of applying for an alcohol license.
- Cllr Morley to email the full council to determine who is available to marshal on Sunday, 14th June.
- The Deputy Clerk will contact the fairground provider to discuss the potential for commercial operation on Saturday evening with a 20% profit share to the Parish Council and to obtain costs and feasibility for extending the Fun Day to 5:00 pm.

4. To note a summary of the informal meeting of the Community Project Committee meeting on 7 August 2025.

The Committee noted the summary (see appendices 1) and wished to clarify that the Deputy Clerk's role in administering the Fun Day does not make her liable for any risks associated with the event.

GREAT SANKEY PARISH COUNCIL
COMMUNITY PROJECTS Committee
Minutes of meeting held Thursday 4th September 2025
In Tim Parry Community Centre

CPC/2025/12: RESOLVED

That the Committee recognises that the Deputy Clerk (or any other staff in her absence) provides administrative support only with regard to Sankey Summer Fun Day. All responsibility for the event lies with Great Sankey Parish Council and the named event lead.

Cllr Morley reported that she had sought informal advice from an Events Consultant, who explained that the named lead for the event would initially hold any criminal liability, after which responsibility would fall to the Parish Council's insurance provider. The consultant advised that the named lead is responsible for health and safety and for overseeing all safety documentation. She recommended that the named lead attend the office to review and sign risk assessments and other safety documents.

CPC/2025/13: RESOLVED

That the Community Project Committee oversees the delivery of Sankey Fun Day and formally signs off on risk assessments, the Event Management plan and related documents (LGA 1972 s145).

It was advised that the Committee oversees the delivery of the event and should formally sign off on risk assessments, the Event Management Plan, and related documents. This year, following the ESAG meeting, the additional requirements added to the risk assessment—including safety briefing notes and amendments to the site plan—were not formally approved by the Committee, as there was no subsequent meeting held prior to the event.

Cllr Morley has approached ESAG for clarification on this matter and will report back to the Committee.

5. To receive an update on the Heritage Project.

Cllr Watson had been in contact with Phil Jeffs from Culture Warrington for an update on the project. The Committee had previously received the information, including a suggested layout for the boards. Phil requested a current image of the Woodlands Pub to include in the display. Phil suggested that a map be added to the information boards to indicate the locations of each board, as they are quite spread out. It was also mentioned that the company producing the boards may be able to create such a map.

He also advised that the Committee should liaise with Warrington Borough Council regarding the company they use for producing signs.

The Committee agreed to contact WBC to clarify whether permission is required for the two boards planned for installation on WBC-owned land. In addition, the following points were to be confirmed: identifying the appropriate contact within the Council to seek permission for installing the boards at Dakota Park and Lanes End; any signage guidelines or preferred suppliers the Borough uses for signage on its land; and accessibility considerations, noting that lower, angled signs are more suitable for children and wheelchair users. Guidance or preferences from the Council regarding these aspects will be sought.

GREAT SANKEY PARISH COUNCIL
COMMUNITY PROJECTS Committee
Minutes of meeting held Thursday 4th September 2025
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CPC/2025/14: RESOLVED

To contact WBC to ascertain whether permission is required to install information boards on WBC land, and if so, clarify any conditions or guidelines for the boards (LGA 1972 s144).

The Committee intends to obtain two quotes for the signs and, once information is received regarding the company WBC uses, to obtain an additional quote for comparison.

CPC/2025/15: RESOLVED

To obtain two quotes for the information boards for the Heritage Project (LGA 1972 s144).

Regarding research on the Parish Council for the website, which had been commissioned to Stella Fletcher, this had been circulated to the Committee for feedback at an earlier date. Cllr Pennington reviewed the research, and it was agreed that the material would be formatted for inclusion on the Council's website.

CPC/2025/16: RESOLVED

To review and format the research collated from the Heritage Project for inclusion on GSPC's website (LGA 1972 s144).

6. To receive an update on the Great Sankey Market, which is operated by Independent Street.

Cllr Morley provided an update regarding local artisan markets. She reported that the Independent Street Artisan Market, which had previously been held in the car park of The Woodlands Pub, will now take place in the car park of the Conservative Club in Penketh. The next market is scheduled for 20th September.

In addition, another artisan market is planned to take place in the Woodlands Pub car park on the same date, 20th September, and will be operated by a different business.

7. To set time and date for next meeting.

Date of next Community Project Committee Meeting is Thursday 16th October 2025 at 7pm at Tim Parry Community Centre.