

GREAT SANKEY PARISH COUNCIL
COMMUNITY PROJECTS Committee
Minutes of meeting held Thursday 26th February 2026
In Whittle Hall Community Centre

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

1. To receive apologies for unavoidable absence.

No apologies received

2. To approve the Minutes of Previous Meeting 08/01/26

The draft minutes were moved and accepted.

CPC/2026/31 Minutes of the meeting held on 08/01/26 were approved.

3. To receive progress on updates on actions agreed at the previous meeting.

An update was received, ongoing actions will be reviewed at the next meeting.

4. Sankey Summer Fun Day – Planning 2026

4.1 To receive an update from the online meeting with the fairground company.

An update was received. The fairground company proposed removing the inflatable from the list of rides, resulting in a saving of £1,200. The Committee agreed to this proposal.

CPC/2026/32 To remove the inflatable from the rides, saving £1,200.00

4.2 To agree the charging price for Fairground Rides.

It was agreed to keep the charge the same as last year, at £1 per ride.

CPC/2026/33 To keep the fairground charge as £1 per ride.

4.3 To discuss the nominated charities, the proposed percentage split, and whether a percentage of proceeds will be retained by the Council to offset event costs.

The charities proposed for nomination were Forget Me Not, Oaks Centre Penketh (a dementia-friendly café), Warrington Deaf Club, and The Youth Zone.

The Committee agreed that a decision regarding the allocation and proposed split of funds would be made following the event, once the total proceeds from the Fairground rides are confirmed.

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CPC/2026/34 *The three nominated charities are Forget Me Nots, Oaks Centre Penketh, Warrington Deaf Club and the Youth Zone.*

4.4 Update on Stall Uptake

The Committee received an update regarding the stalls. There are currently 11 charity/community stalls registered and 18 commercial stalls, of which five have paid and confirmed their attendance.

4.5 To reply from correspondence from WBC licencing department.

Cllr Morley informed the Committee that a vintage bar will be in attendance at the event. The operator will pay a fee of £100 and will donate 10% of the event profits.

The bar owner will apply directly for a Temporary Event Notice. The Committee must confirm the proposed location of the bar on the site plan, and this information will need to be submitted to the Licensing Department.

4.6 To update the site plan to include the bar area

Cllr Morley will liaise with the bar owner to determine the most suitable position for the bar on site.

4.7 Update on volunteer recruitment

Members of the Community Project Committee confirmed their attendance at the event.

Cllr Watson will ask all Councillors at the next Full Council meeting to confirm whether they are able to volunteer.

The volunteer opportunity was advertised on the Warrington Voluntary Action website, and two members of the public have registered their interest.

Cllr Catlow confirmed that Cllr Laura Watson will be in attendance and will assist with the dog show.

Cllr Cotter will contact Cllr Paul Warburton to seek confirmation of his attendance.

A query was raised regarding the minimum age requirement for volunteers, as there is a potential 16-year-old interested in helping. The Deputy Clerk will seek clarification from the Council's insurer.

At last year's event, 11 volunteers were confirmed within the Event Management Plan. Following feedback from the event, it was reported that an additional marshal is required at the gate during the set-up period.

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4.8 Update on Fun Day Costing

The Committee noted the costings.

An update was received regarding the amended quotation from St John Ambulance. The original quotation included an incorrect finish time; this has now been amended and a revised quotation for first aid cover was submitted. The revised quotation was approved.

4.9 To discuss performances for the event.

Cllr Morley informed the Committee that the owner of the bar had previously paid for a singer to perform at an event in the town centre and would enquire whether they would consider doing the same for the Fun Day.

Cllr Cotter will contact Bold as Brass and Centurion to check their availability to perform.

The Committee also discussed the possibility of inviting choirs, specifically Popvox and Phoenix Choir.

The Committee noted that the singer who performed last year was well received. Cllr P. Watson added that there are also many singers who perform with backing tracks.

4.10 To discuss the organisation of the dog show and receive information from the Council's insurance company.

The Committee noted the information.

They agreed to obtain quotes from insurance providers offering one-day insurance for dog shows, as a preliminary search during the meeting suggested this may be possible. The Deputy Clerk will obtain quotes and present them at the next meeting.

The Committee further advised that, if one-day insurance is not available, participants registering for the dog show will be asked to confirm that they hold their own pet insurance. This will be included as a declaration for participants to sign.

Cllr Catlow informed the Committee that he has approached a canine company to run a dog agility arena at the Fun Day. Participants would pay to enter, and discussions have taken place regarding a possible profit-sharing arrangement of 50% to the company and 50% to the Parish Council.

The company will provide all equipment, manage the arena, and supply the Council with their Public Liability Insurance and risk assessment. The Committee noted that the dog agility activity would need to be advertised.

Cllr Catlow will obtain further information to bring to the next meeting.

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4.11 To receive information from ESAG and to discuss any required actions relating to the event.

The Committee noted the letter from NWS and the information provided by St John's Ambulance.

The Committee agreed to await a response from ESAG before determining whether any further action is required.

The following Councillors were noted as qualified first aiders: N. Cotter, S. Pennington, and N. Catlow.

4.12 To discuss the arrangements for the safety briefing.

A date had been set for Thursday 11 June for an evening safety briefing. In the past, attendance at this briefing has mainly consisted of members of the Committee, with one or two additional Councillors.

As the Committee oversees the planning of the Fun Day and is responsible for signing off the Event Management Plan (EMP), Risk Assessment (RA) and site plan, members are already familiar with the event arrangements. It was therefore suggested that the safety briefings should instead take place on the morning of the event. This approach would avoid duplication and ensure that all volunteers receive the briefing at the same time.

For any volunteers arriving later in the day, an additional afternoon safety briefing could be scheduled if required.

The EMP will be amended to reflect this change and will be brought back to the Committee for approval.

The Deputy Clerk advised that the Parish Council's insurer had recommended that a manual handling toolbox talk be included. The safety briefing notes will require Committee approval, and records of the briefing, including signed attendance, must be retained.

Staff attend the field during the week leading up to the event to mark out the stall locations and carry out a check of the grounds. Councillor Catlow attends the site on the Saturday to undertake a litter pick and complete a further check of the grounds.

CPC/2026/35 To cancel the safety briefing scheduled for 11 June and instead hold a safety briefing on the morning of the event for all volunteers, with a second briefing in the afternoon for volunteers assisting only during the afternoon.

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4.13 To allocate roles for Event Management Team

Event Supervisor – Cllr Morley
Event Safety Supervisor – Cllr Pennington
Event Deputy Supervisor / Lost Child Coordinator – Cllr Cotter
Event Control Supervisor – Cllr Watson
Marshal Coordinator – Cllr Wren
Dog Show Coordinator – Cllr Catlow

Cllrs Wren and Pennington agreed to accept the roles subject to receiving a role overview and clarification. A verbal description of both roles was provided during the meeting. It was agreed that a written role description would be presented at the next meeting for the Committee to review, amend if necessary, and approve.

CPC/2026/36 *The allocation of roles for the Event Management Team, as listed above, was agreed.*

5. To receive an update on the Heritage Board Project

5.1 To consider the quote and proposal from Tom Taylor Company, including the option of an online meeting should the Committee wish to proceed.

The proposal and quote was noted and the Committee would like to invite Tom Taylor to the next meeting to find out more information about the proposal.

CPC/2026/37 – *To invite Tom Taylor to the next Community Projects Committee meeting to provide further information on the proposal.*

6. To confirm any new actions arising from the meeting.

Cllr Watson asked the Committee to consider looking into costs of installing a Christmas tree at Chapelford Roundabout near Sainsbury's for this year. He advised that Cllr Warburton had received enquiries as to why a tree had not been installed there last Christmas. The Deputy Clerk informed the Committee that no complaints had been received by the office from members of the public. A post on the Council's Facebook page also did not receive any complaints.

Cllr Catlow agreed to obtain costings from the Clerk at Burtonwood Parish Council, who ordered two Christmas trees last year.

7. To receive and consider three Councillor project proposal forms.

The Committee noted three project proposals.

The first proposal was for an elderly social event to be held at Tim Parry Community Centre on 4 April. This would be a trial event and, if successful, could be run on a regular basis. A frozen hot pot supper from a caterer would be supplied and reheated by volunteers. Cllr

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Pennington advised that some volunteers from TP Café hold food hygiene certificates and that he also holds a certificate. Apple crumble and custard would also be served.

Twenty-eight people had registered an interest in attending the event, with a cost of £7 per person. The event would be revenue neutral; however, it was noted that the Council would be providing free hall hire and covering the cost of staff to open, close and clean the venue.

Cllr Watson recommended that £100 from his Chair's Allowance be used as a donation to the group to purchase crockery and support the set-up of the event. This recommendation will be referred to the Finance Committee for consideration.

The Committee also considered two further project proposals for classic car shows.

The first, proposed for Saturday 25 April, would be a WA5 Classic Car Show. It was confirmed that the grass would not be used for vehicle parking. Cars would be required to pre-register to attend and provide evidence of insurance and membership of a recognised classic car organisation.

The second proposal was for Sunday 23 August and would be a repeat of last year's successful classic car show, in conjunction with Phoenix Classic Cars. There would be a limit of 30 vehicles this year. The event would have increased marshal control and any potential oil leaks would be mitigated through the use of protective cardboard sheets.

The Committee agreed to accept all three proposals.

CPC/2026/38 – The Committee agreed to proceed with the elderly social event on 4 April at Tim Parry Community Centre and £100 donation Chair's Allowance to support setup .

CPC/2026/39 – The Committee agreed to hold the WA5 Classic Car Show on 25 April, with pre-registration, insurance checks, and no grass parking.

CPC/2026/40 – The Committee agreed to hold the Phoenix Classic Car Show on 23 August, limiting to 30 vehicles, with additional marshal control and oil leak mitigation.

8. To set time and date for next meeting.

The date of the next Community Projects Committee meeting will be scheduled for 23rd April 2026 at 7pm at Whittle Hall Community Centre.

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Action	Assigned to	Date
Let the Fairground Company know to remove the inflatable from the rides	Deputy Clerk	2/3/26
Try and find a replacement Face painter	Committee	
Contact the rugby event marshal and the RBL regarding potential volunteers	Cllr Catlow	
Liaise with the bar owner to determine the most suitable location for the bar on the site plan and feed back to the Deputy Clerk	Cllr Morley	
To let WBC licensing department know the location of the bar on the site plan	Deputy Clerk	
Ask all Councillors at the next Full Council meeting to confirm if they can volunteer for the Fun Day	Cllr Watson	
Seek clarification from Council's insurer on minimum age requirement for volunteers	Deputy Clerk	17/3/26
Amend the EMP to reflect the change to safety briefing arrangements	Deputy Clerk	9/3/26
Obtain quotes for one-day dog show insurance	Deputy Clerk	2/4/26
Obtain further information from canine company regarding dog agility arena	Cllr Catlow	
Contact Bold as Brass and Centurion to check availability to perform	Cllr Cotter	
Advertise the SEN hour using the same targeted channels as last year	Cllr Cotter	
Prepare written role descriptions for Event Mngt Team roles, Marshall Co-ordinator and Safety Supervisor for Committee review and sign off	Cllr Catlow	30/3/26
Review the Risk Assessment and include the SEN hour	Committee	10/3/26
Review and sign off all final documentation once amendments are complete	Committee	
Send the link for the Protect UK online training to all committee members	Cllr Morley/Watson	
Complete the Protect UK online training	Committee Members	
Contact Sarah Downie in Warrington Town Centre to check for spare places on Protect UK training sessions	Cllr Morley	
Send the EMP for Sense Check review	Cllr Morley	
Invite Tom Taylor to the next CPC meeting	Deputy Clerk	2/3/26
Obtain Christmas tree costings from Burtonwood Parish Council	Cllr Catlow	
Submit a pre-planning advice application once all permissions have been received for the history notice boards	Deputy Clerk	
Obtain quotes for the boards and lecterns from WBC suppliers	Deputy Clerk	
Liaise with the design company regarding the board designs	Councillor Watson	

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Action	Assigned to	Date
Add Penketh Fire Crew to site plan and allow operational access	Committee	