



**MINUTES OF THE GROBY PARISH COUNCIL
EVENTS COMMITTEE MEETING
HELD AT THE COUNCIL OFFICES, LEICESTER ROAD, GROBY, LEICESTER
ON 4th August 2026 at 6:30pm**

Present: Cllr N Clarke, Cllr C Lincoln, Cllr L Emmerson, Cllr C York, Cllr C Mullins, Mr P Evans

Also present: Administrative Assistant
Parish Clerk
Members of the Public - 0

In the absence of Cllr Hyde (Chair), Cllr Clarke (Vice Chair) chaired the meeting.

EV/017/26-27 APOLOGIES

Apologies were received from Cllr D Hyde. It was **RESOLVED** to accept these apologies.

EV/018/26-27 DECLARATIONS OF INTEREST

There were none.

EV/019/26-27 MINUTES

It was **RESOLVED** that the minutes of the Events Committee Meeting held on 30th June 2026 be approved and signed as a true record.

EV/020/26-27 PUBLIC PARTICIPATION

There was none.

EV/021/26-27 SUMMER EVENT 2026

i. To receive an update on the Event's project plan

An update on actions completed was received and included:

- Two reusable banners had been purchased for the Picnic in the Park event
- Bouncy Days and Funfairhires Ltd invoices had been paid
- Cllr Mullins had arranged for the loan of tables and chairs for the event
- Five large cardboard bins had been collected
- PPL/PRS license application had been submitted
- Risk assessment had been started and was discussed
- Letter to residents had been written to those living next to Stamford Park
- Edith James Catering had agreed to loan 7 additional gazebos for the event
- TENs licence had been acquired
- Stallholders and performers provided with final event information including location map

ii. To discuss and agree any outstanding actions

An update on actions still to be completed included:

- Letter to residents to be delivered tomorrow
- Advertising posters to be displayed in local shops, on the verges at the entrances to the village and the second banner to be placed at Stamford Park entrance.
- Risk assessment to be finalised and sent to St John's Ambulance prior to the event
- Final event information including event map to be shared with food vendors
- Temporary vehicle access onto Stamford Park to be created by taking out two sets of

knee rails in the days prior to the event. Knee rails to be reinstated after the event.

iii. **To receive an update on costs incurred**

A copy of the event budget was included in members' packs. This showed committed costs of £2,826.48 with a remaining budget of £173.52.

EV/022/26-27 CHRISTMAS LIGHT SWITCH-ON EVENT 2026

Members discussed suggestions for the Christmas Light Switch on event and a quote for Ratby Band to play at the event was provided in their packs. Members **AGREED** to book Ratby Band for three half hour slots for £350 if available.

EV/023/26-27 NEXT MEETING

The date and time of the next meeting is scheduled to take place on Tuesday 8th September 6:30pm

The meeting closed at 7:10 p.m.

Signed:
Chair

Date: