



Smiths Wood

PARISH COUNCIL

22/07/2025

Minutes of the Events Committee meeting

Held on Monday 14th July 2025 at 5pm

At the Medium activity room, Elmwood Place family hub

Council Members: Cllr S Bray, Cllr W Bray, Cllr J Morton, Cllr M Phillips

Members Present : Cllr S Bray, Cllr W Bray, Cllr Phillips

Members None Present : Cllr J Morton

Members of the Public : No members of the public were present

Shenda Harvey

S. Harvey

Clerk to Smiths Wood Parish Council

Minutes

Actions

1. 1.1.	Election of Events Committee Chairperson term 2025-2026 Election of Events committee Chairperson. Resolved: Appointed Chairperson Cllr S Bray	
2. 2.1	Welcome and Housekeeping General housekeeping,	
3.	To receive apologies: Resolved: No apologies were received	
4.	To receive members' declarations of disclosable (pecuniary and other) interests. None	
5.	To receive and consider members' dispensation requests, if any None	

Chair Initials _____

6.	Public Participation To adjourn to allow public participation. Residents are requested to give their views and question the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Events Committee Meeting.	
7. 7.1.	Community Events & Projects Smith's Wood Community Projects - Members have been delegated the opportunity to suggest, propose and facilitate community events and projects. Resolved : Christmas Family Fun day - It was approved that Smith's Wood Parish Council will host a Family Christmas Fayre on the proposed date of Saturday 29th November 2025, from approximately 10:00am to 2:00pm. Planned features include: • Santa's Grotto: Gazebo setup with festive decorations, backdrop, and lights - Free gift from Santa: A selection box for each child. Clerk to contact the Lions Club to enquire about Santa's availability and use of a sleigh for the event - Stalls: Crafts, decorations, confectionery, toys and food - DJ: Cllr S Bray has volunteered to provide music - Donations: Any funds raised to go to the local food bank - Facilities: Clerk to enquire about hiring 2 x Portaloo's - Community engagement: Cllr M Philips to contact the Fire Service about attending with a fire engine and the opportunity to: Promote Home Fire Safety Checks, Raise awareness about smoke alarms and regular testing, Educate residents on seasonal fire risks during the festive period - Games: Tombola and other family-friendly activities - Signage: Clerk to enquire on the cost of flag-style signs and pop-up banners - Supplies: Clerk to enquire about obtaining a Bookers membership for event preparations - Cadbury Support: Clerk to contact Cadbury to enquire about donating selection boxes (approx. 100) for the grotto gifts - Advertising & Promotion: Share event details via social media platforms, The Clerk is to enquire about adding to Green Party Newsletter, Distribute flyers via local shops and approach all North Solihull Parish Councils for cross-promotion Resolved : Christmas Lights on Burtons Way – The Clerk will enquire with Solihull Metropolitan Borough Council (SMBC) regarding the cost to supply, store, fit, and remove Christmas lighting for lampposts along Burtons Way. It was discussed to invite the Mayor to officially turn on the lights, with potential dates proposed as Saturday 29th November or Monday 1st December 2025.	

Chair Initials _____

	A similar community event was discussed for early spring/summer, to be considered at the next committee meeting.	
8.	Date of the next meeting: Monday 20th October 2025 at 5pm	
	Meeting ended at 17.53pm	

Signed Chair_____

Date_____

Chair Initials_____