



**Minutes of the Events Committee meeting held on Thursday 11 June 2026 at 11am**

**Present** Councillor Liley (Chair) & Councillors, Lockyer, Mander & Swiers.

1. **Notice of meeting** – It was **RESOLVED** that public notice of the meeting had been given in accordance with schedule 12para(10)2(b) of the Local Government Act 1972. **118/26**
2. **Apologies** – None
3. **Declarations of Interests:** No declarations made.
4. **Public Participation:** None.
5. **Minutes** of the meeting held 23<sup>rd</sup> April 2026. It was **RESOLVED** the minutes be approved & were signed. **119/26**
6. **Event Health & Safety:** A report was circulated prior to the meeting and summarized by the Clerk. Following discussion, the events guidance from Zurich was noted and it was **RESOLVED** that the following documents be approved and adopted:
  - a. **Event Safety & Welfare Briefing Pack Cover sheet and briefing notes** including:
    - i. **Crows and Public Interaction**
    - ii. **Data Protection and GDPR**
    - iii. **Dog and Animal Interaction**
    - iv. **Electrical Safety**
    - v. **Fire and Ignition Safety**
    - vi. **Electrical Safety**
    - vii. **Safety and Behavior**
    - viii. **Manual Handling**
    - ix. **Safeguarding**
    - x. **Slips, Trips and Falls**
    - xi. **Weather and Environmental Awareness**
    - xii. **Emergency Procedures and Incident Reporting**
  - b. **Community Dog Show Rules**
  - c. **Event Management Plan Template**
  - d. **Method Statement = Beacon Lighting**
  - e. **Risk Assessments:**
    - i. **Community Dog Show**
    - ii. **Training and Meetings****120/26**
- During the meeting the Dog Show Event Management Plan was completed, and it was **RESOLVED** to approve it and delegate the completion of the Event Management Plans for the remaining events to Councilor Mander. **121/26**
7. **First Aid Provision** - A report was circulated prior to the meeting, and it was **RESOLVED** to grant delegated authority to the Clerk to purchase St Johns Ambulance grab First Aid kits (1x 50 person and 2x25 person), additional saline salutation and foil blankets up to a total cost of £130.00. **122/26**
8. **Future Events** – Following discussion, it was agreed that the nominated charities for the forthcoming events will be:
  - Dog Show: Whitby & Scarborough Search & Rescue
  - Bingo, Pie & Peas: MND Yorkshire Coast Group

Members also agreed that event planning should take place further in advance to support effective organisation and resource management. It was agreed to establish a volunteer register to maintain up to date details of volunteers, including those with First Aid and Food Handling qualifications, and to create a wider pool of volunteers who can be contacted for future events, which the Clerk will work on over the next couple of months.

It was also agreed that Cllr Mander will design posters for the events, and councilors will assist with their distribution. Members further agreed to introduce online registration forms to increase pre registrations, reduce administrative work on the day, and provide an additional means of sharing event terms and conditions to support improved health and safety compliance.

Future event dates:

- **Dog Show** 20<sup>th</sup> June 10am
- **5k Fun Run** 24<sup>th</sup> July 2026
- **Bingo Pie & Pies** 20<sup>th</sup> August 2026
- **Craft & Produce Show** 19<sup>th</sup> September 2026
- **Adult Silent Disco** TBC
- **Halloween Party x2** 31<sup>st</sup> October 2026
- **Remembrance Sunday** 8<sup>th</sup> November 2026
- **Remembrance Day** Cayton Cemetery 11<sup>th</sup> November 2026
- **Christmas Party x2** 12<sup>th</sup> December 2026
- **Decorated Property Competition** 14<sup>th</sup> & 17<sup>th</sup> December
- **Carol Service** 16<sup>th</sup> December 2026

The clerk to update the website with further event information, such as time, location etc, once the posters have been circulated.

**9. Time and date of the next meeting – 30<sup>th</sup> July 2026 10.30am**

Signed ...*R.iley*..... Date .....30/07/2026.....