

**STAPLEFORD WEEKEND EXECUTIVE COMMITTEE MEETING MINUTES  
STAPLEFORD PARISH COUNCIL**

**To Members of the Stapleford Weekend Executive Committee:**

I hereby give notice that a meeting of the Stapleford Weekend Executive Committee of Stapleford Parish Council will be held at the Jubilee Pavilion on **Wednesday 25th June 2025 at 7.30pm**

You are hereby summoned to attend the meeting for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies in before the meeting.

The meeting is open to members of the public (including the press) but is not a public meeting.

**The Council welcomes members of the public to their meetings.**

At the beginning of the meeting, for 15 minutes, members of the public may contribute their views and comments to the committee. Once the public session is closed members of the public may only speak with the permission of the chair.

Max Barrett – Clerk to Stapleford Parish Council

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**SW25-01 Apologies for Absence**

To receive, and consider for approval, apologies for absence and reasons given

**Apologies were received as noted.**

Chris c, James N, Nel C, Jon W, Duncan W

Resolution: All absences formally approved.

Proposed: Gillian P | Seconded: Rebecca T

Resolution: Agreed unanimously.

**SW25-02 Declarations of Interest**

(Councillors are reminded that they are required to ensure their declaration is updated within 28 days of any change in circumstances)

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

**SW25-03 Minutes of the Previous Meeting**

- To approve the minutes of the meeting held on 2nd June 2025

The minutes were approved unanimously.

Proposed: Rebecca T | Seconded: Rosie B

Resolution: Agreed unanimously.

**SW25-05 Roles and Responsibilities**

Discussion around roles for the weekend:

- Site Contact - Responsible for vehicle access, infrastructure, and event timings
- Bar Contact - Responsible for bar operations and cash handling
- Cash Officer - Access to secure cash storage; location not disclosed publicly
- Health & Safety Officer - A first-aid trained individual to oversee incidents

**SW25-06 Planning for the Year**

Last minute discussions took place on some aspects of the weekend:

- Jools R - update on village show timings
- Blake - traffic management discussion
- Gillian P - floats for, Last Man Standing attraction, cafe and bar.
- Nel C (through Rebecca T due to absence) - rota sent out for volunteers

- Matthew F - RAF Flypast. Will liaise with Jon W on timings.
- Juliet H/ Yvonne - update on the SRitz.
- Gillian P - bin bags to fit oil drums/ SCDC bins for waste management
- Rosie B - risk assessment final amendments
- Gillian P - TENs license covers 'The Greatest Showman' film screening
- Tom R - water sourced for the bike ride due to high temperatures
- Sumup/ Wix setup with committee
- Matthew - infrastructure in place. Screens arriving on Thurs 26th.
- Bar stock update

Terms & policy review on the website:

Approval for the terms & policy documents on the website.

Proposed: Rebecca T | Seconded: Gillian p

Resolution: Agreed unanimously.

#### **SW25-08 Update on Items Hired/Purchased**

#### **SW25-09 Possible Costs**

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#### **SW25-10 Date of Next Meeting**

**Next Meeting:**

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