

7th January 2026

Dear Councillor,

You are summoned to attend the Events Committee meeting for Blackbird Leys Parish Council on **Monday 12th January** at 19.30 at the **Leys Pools & Leisure Centre, Pegasus Rd, Oxford OX4 6JL**.

The press and public are welcome to attend.

Yours sincerely

Emma Kearney

Parish Clerk

AGENDA

1. APOLOGIES

To be received.

2. DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

To receive any Declarations of Interest.

3. MINUTES OF THE PREVIOUS MEETING

To confirm as a true record the minutes of the Events Committee meeting held on Tuesday 18th November 2025, there was no meeting in December due to the committee not being quorate.

4. PUBLIC PARTICIPATION

Members of the public can make representation if the chair has been made aware.

5. EVENT COMMITTEE MEETING DATE

To discuss alternative date as two members cannot attend

6. VENUE BOOKINGS

To note Blackbird Leys Bowls Club availability (31st January 2026, £75) and The Barn availability (awaiting confirmation) and **RESOLVE:**

1. To book the venues
2. To approve venue hire costs (within £250 venue budget per event)
3. To approve kitchen hire (£50) if required by catering arrangements

7. EVENT FORMAT AND RUNNING ORDER

Cllr Newman to update NPWG proposals.

To discuss and **RESOLVE:**

1. Event timings: 10:30am setup, 11am-1pm session, 1pm-2pm lunch, 2pm-4pm session, 4:30pm takedown
2. Room layout: four tables, display boards, tea/coffee station
3. Activities: information stations, discussion tables, interactive activities, map-based feedback
4. How Neighbourhood Plan will be integrated

8. CATERING ARRANGEMENTS

Cllr Taylor to update on quotes from Bowls Club catering manager.

To discuss and **RESOLVE:**

1. To review and approve catering budget (up to £500 per event)

9. EVENT MATERIALS

To discuss and **RESOLVE:**

1. Arts & crafts materials for children's activities (Cllr Newman to specify)
2. Display materials: post-its, pens, suggestion boxes, feedback sheets
3. Creation of QR codes for digital feedback
4. Expenditure within £250 materials budget per event
To note display stands (4) available from NPWG.

10. PROMOTIONAL MATERIALS

To discuss and **RESOLVE:**

1. Poster design
2. Printing quotes
3. Distribution plan
4. Historic photographs purchase: £72
Expenditure within £250 promotion budget per event

11. RISK ASSESSMENT

To note Clerk will prepare risk assessment for the January full council meeting.

12. VOLUNTEER RECRUITMENT

To discuss and assign recruitment tasks.

13. ITEMS FOR NEXT AGENDA

To propose.

14. DATE OF NEXT MEETING

TBA, 7:30pm, Leys Pools & Leisure Centre