Blackbird Leys Parish Council

12th November 2026

Dear Councillor,

You are summoned to attend the Events Committee meeting for Blackbird Leys Parish Council on **Tuesday 17th November** 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 15th September 2026.
4. **PUBLIC PARTICIPATION**
   Members of the public can make representation if the chair has been made aware.
5. **EVENTS SCHEDULE AND BUDGET 2026–27**
   To review and **AGREE** the events schedule and budget for 2026–27 (Appendix A).
6. **EVENTS SCHEDULE AND BUDGET 2027–28**
   To review the proposed events schedule and budget for 2027–28 and **RECOMMEND** it to Full Council (Appendix A).
7. **FESTIVE GATHERING – DECEMBER 2026**
   To review the event checklist (Appendix B) and **RESOLVE:**
   a. Date and time
   b. Catering and refreshments
   c. Council lead
   d. Cost
   To **RECOMMEND** the event and expenditure to Full Council, with the risk assessment to be prepared by the Clerk from the agreed checklist.
8. **TREE PLANTING AND TREE WALK – MARCH 2027**
   To review the event checklist (Appendix C) and begin to agree the details.
9. **MEETING SCHEDULE**
   To agree that the Events Committee meets on the third Tuesday of each month (Appendix D).
10. **ITEMS FOR A FUTURE AGENDA**
    To propose.
11. **DATE OF NEXT MEETING**
    Tuesday 15th December, 7:30pm, Leys Pools & Leisure Centre

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APPENDIX A – EVENTS SCHEDULE AND BUDGET

2026–27 (current year, within the existing events budget)

Event	Date	Time	Location	Insurance	Budget
Festive Gathering	Sat 12th or Sun 13th Dec 2026	6pm	Bowls Club	Council policy (Ansvar)	£300 + venue
Tree Planting and Tree Walk	Sun 21st March 2027	11am–2pm; walk 2pm	Site TBC; walk ends at Bowls Club	Council policy (Ansvar)	TBC

2027–28 (for recommendation to Full Council)

Event	Date	Time	Location	Insurance	Budget
Children's Day	Sun 9th May 2027	11am–3pm	Blackbird Leys Park	Council policy; stallholders' own	TBC
Environment Day	Sat 5th June 2027	3pm	Bowls Club	Council policy (Ansvar)	£600 + venue
Windrush Talk	Sun 20th June 2027 (TBC)	4pm or 6pm	Clockhouse or Barn	Council policy (Ansvar)	£1,100 + venue
Black History Month Talk	October 2027 (TBC)	Sunday evening	Barn	Council policy (Ansvar)	£800 + venue
Carols by Blackbird Leys Choir	December 2027 (TBC)	TBC	New Community Centre	Council policy; choir's own	£1,000
Total					£3,500 + venue and TBC items

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APPENDIX B – FESTIVE GATHERING CHECKLIST

Information needed to agree the event and prepare the risk assessment.

Detail	Proposed	Agreed
Date – Saturday 12th or Sunday 13th December	Either	
Start, finish, set-up and takedown times	6pm start	
Venue booked? Cost and hours	Bowls Club	
What's included (tables, chairs, heating, kitchen)		
Expected numbers and maximum	30	
Open to all, or by invitation?		
Audience – adults only? If children come?	Adults	
Food: what's bought in and what's home-made, and who is making it	Joint effort, some bought in	
Allergen labelling for home-made food		
Drinks: alcohol paid for by the council, venue bar, or pay your own?	Mulled wine, eggnog	
Non-alcoholic options		
Who heats and serves hot drinks		
Catering budget	£300	
Council lead		
Named first aider		
Councillors attending and helping set up and clear		
Decorations, lights or electrical items brought in		
Anything borrowed, and from whom		
Photographs – who will take them		
Sign-in sheet needed?		
Promotion – flyer and social media		
Outside lighting and parking		
Total cost including venue		

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APPENDIX C – TREE PLANTING AND TREE WALK CHECKLIST

Information needed to agree the events and prepare the risk assessment.

Detail	Proposed	Agreed
Date	Sunday 21st March 2027	
Times – planting and walk	Planting 11am–2pm; walk 2pm	
Planting site and who owns the land	TBC	
Who will ask for the landowner's permission		
Number and type of trees; supplier and cost		
Who digs – volunteers or contractor; underground services checked		
Tools and gloves – whose; who gives the safety briefing		
Children digging – minimum age; parents staying		
Handwashing and toilets		
Who looks after the trees afterwards		
Walk leader – who, fee, own insurance		
Walk route, distance, road crossings, accessibility		
Group size; volunteer at the back; dogs allowed?		
Bowls Club booked for tea (2 hours)	Bowls Club	
Refreshments – who buys	Water, crisps, fruit; cake and teas	
Weather backup		
Expected numbers	30	
Council lead		
Promotion	Flyers and social media	
Total cost	TBC	

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APPENDIX D – MEETING SCHEDULE

The Events Committee meets on the third Tuesday of each month at 7.30pm. Each event is discussed at one meeting and finalised at a later one.

Meeting	Events to be discussed
Tuesday 17th November 2026	Events schedules; Festive Gathering; Tree Planting and Tree Walk
Tuesday 15th December 2026	Tree Planting and Tree Walk; Children's Day
Tuesday 19th January 2027	Tree Planting and Tree Walk; Children's Day
Tuesday 16th February 2027	Tree Planting and Tree Walk (finalise); Children's Day
Tuesday 16th March 2027	Children's Day (finalise); Environment Day; Windrush Talk
Tuesday 20th April 2027	Environment Day (finalise); Windrush Talk (finalise)
Tuesday 18th May 2027	Review of spring events
Tuesday 15th June 2027	Review of spring events
Tuesday 20th July 2027	Black History Month Talk
Tuesday 17th August 2027	No events business – meeting if required
Tuesday 21st September 2027	Black History Month Talk (finalise); Carols
Tuesday 19th October 2027	Carols (finalise); 2028–29 proposals
Tuesday 16th November 2027	2028–29 events schedule and budget