

12th February 2026

Dear Councillor,

You are summoned to attend the Events Committee meeting for Blackbird Leys Parish Council on **Tuesday 17th February** 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 Monday 12th January 2026.

4. PUBLIC PARTICIPATION

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

5. COMMUNITY ENGAGEMENT - March 14th Preparation

To discuss and **RESOLVE:**

1. Hiring cost

2. Event timings

3. Room layout

Four tables, display boards, tea/coffee station

4. Activities

Information stations, discussion tables, interactive activities, map-based feedback

5. Catering Arrangements

Tea and coffee

6. Data Protection

To note

7. Risk assessment

To review

8. Advertising

Posters and Facebook

6. EASTER EVENT 2026 – PROPOSAL

To plan the Easter event as part of the approved quarterly events (£1,500 budget).

To discuss and **RESOLVE:**

1. Type of event

2. Date and time

3. Location

4. Activities

5. Catering arrangements

6. Insurance

7. ITEMS FOR NEXT AGENDA

To propose.

8. DATE OF NEXT MEETING

Tuesday 17th March, 7:30pm, Leys Pools & Leisure Centre