

Shipbourne Primary School
Parent Teacher Association Registered Charity No, 1094459
Summer Fete Debrief and Fireworks Viability Meeting
13th July 2026

Present: Alison Brown, Katerina Plucknett-Nixon, Sophie Osman, Victoria Harbour, Sara Groves, Juliet Martin, Brendan Walton, Stavros Martis, David Bevan, Jacek Traczynski, Mike Hilder, Emily Allen, Joanna Corcoran

Holly Crowhurst was present for the first 30 minutes of the meeting.

Lindsay Allen was present via Teams.

Terri Daters was present via teams for a period at the beginning of the meeting.

James Lown was present via teams from 8.30pm.

Apologies: Harry Wright, Helen Wright, Anri Martis, Felicity Hayton-Vernet, Yoshi Clarke.

1. Summer Fete Debrief

It was decided to hold the summer fete debrief in September to allow more time to discuss and make a decision on whether the Fireworks event takes place.

Terri informed the committee that the Summer Fete event had made over £2000 this year. To be discussed in detail at the next PTA meeting.

2. Fireworks

- **Events viability**

Sophie explains that the current PTA have been greatly concerned about the viability of the Fireworks event in November. This Committee meeting was called urgently to address and discuss those concerns. The main concern was not having enough volunteers to make the event safely.

- **Open floor for discussion**

Brendan shares his concerns about cancelling the fireworks company at this point and potentially losing them for next year if the event doesn't go ahead.

Terri highlights that this decision should be based on whether there is capability to run the fireworks. She states that this meeting is about making a group decision as to whether the PTA can comfortably run the fireworks with Sophie as Chair.

Tori added that the decision should be whether we can safely run the event.

Jo asked if someone could highlight the points we think we would be falling short on for safety. Marshalling was the main area of concern.

Brendan explained that he has contacted many friends and Round Table colleagues after hearing the concerns. 7 of these have confirmed with Brendan that they will volunteer as road marshals for the event. 2 Friends of Sara's have also volunteered, bringing the total number to 9 marshals.

Ken also usually volunteers which would bring the number up to 10.

Terri emphasised that if this event goes wrong a thorough back up plan is needed if there is an injury or public liability claim. She stresses that the fireworks is a public event and that if there were an incident the PTA would have a huge responsibility to prove that they had run the event knowing the risks and that those risks were managed.

Holly states that the event requires 60-70 volunteers over the event weekend to enable it to run.

Tori talks about the fact that often ex-Shipbourne parents come back to help and that perhaps this in fact perpetuates a problem of new families potentially not volunteering more.

Terri stresses that the issue is not about the individuals volunteering for jobs but about someone or a group of individuals being willing to lead the event and manage it from day one, taking the managerial responsibility.

Jo offered to act as co-chair for the fireworks event. All present were in support of this. Sophie and Jo will be event leads for the fireworks event.

Stavros Martis was nominated as a new committee member.

Deborah Herring was also nominated as Vice Secretary. This was agreed by all present.

[Since this meeting Alison Brown has stepped down as Secretary and Deborah Herring has been nominated as Secretary. This was agreed by committee members.]

Other areas of safety concern were the bonfire, food safety and having everything in the field set up and managed safely, eg. marquees and safety barriers.

Enough people on the BBQ would need up to date food safety certificates to manage the food responsibly.

The lead up to the event and number of people who have volunteered to help on the BBQ will dictate whether it will be possible to safely and responsibly run a BBQ at the event.

Jo suggested that if closer to the event we were short in any area that we hire external workers rather than have to cancel the event eg, if we didn't have enough marshals to run the event safely.

Sophie voiced her concern for volunteers generally. Jo suggested that each person present head up an area of the fireworks and manage a team for this, which is essentially how the fireworks is normally run. These team or sub-committee leads will then feed back to Sophie and Jo as overall event organisers.

The areas discussed in the meeting and volunteers who stepped forward to head them up (or who were suggested to be asked) are the following:

BBQ- Mike Hilder
BAR- Alison Brown
MARKETING- Felicity H V
POWER- Brendan
FARMERS MARKET TABLES/WEIGHTS- Anri and Debs (need to be asked)
VILLAGE COMMUNICATION- Anri and Debs (need to be asked)
TAT- Emily Allen
CAKE- Emily Allen
MARSHALS- Katerina
STARLINK SET UP- Chris Kerwin
MANAGING MONEY ON THE NIGHT- Tori
RUNNING THE MONEY ON THE NIGHT- 2 people needed
ORDERING PHYSICAL TICKETS- Alison
LEGAL AND SAFETY- Sophie and Jo
BONFIRE LIGHTING- Brendan
HAY BALES- Sara Groves?
MARQUEE BUILDING- Juliet Martin and Nicola (Nicola needs to be asked)
BONFIRE BUILDING- Brendan and Stavros
PALLET DELIVERY- no volunteer at present

Brendon said he would be happy to light the bonfire again but needs 1 other volunteer to help.

It was suggested that Richard Kosteryka be asked if he would be willing to attend the first or both bonfire build weekends to train up a successor to the bonfire building.

The difficulty of getting pallets to the bonfire build site if the field is muddy and the trucks are unable to drive in was discussed.

Brendan asked whether we need such a big bonfire. In the event that the trucks would not be able to drive into the field having smaller bonfire would mean fewer pallets to carry by hand from the gate to the bonfire build site. He suggested that the bonfire could be around 1/3 smaller this year compared to last.

Brendan has lent the use of his trailer again as per last year but would need a 4x4 to pull it. Last year we had Tori's and Yoshi's 4x4s but we won't have that this year. Last year Chris H V drove his van in and out of the field with equipment, cakes and bar stock as the ground was dry enough. This may not be possible this year. The possibility of hiring a vehicle was discussed.

It was suggested to ask the parents at school whether anyone owns or knows friend or family who own a vehicle we could use to transport equipment etc. to and from the field. The school community could also be asked if anyone is able to donate hay bales.

New banners will need to be made to advertise the event as last year they were removed and never recovered. It was mentioned that Felicity wants to design these.

Brendon needs to let his team know in the next 2 weeks if we will need equipment for the event and what.

Because of how the dates fall this year with the various fireworks events that Brendan is involved in we are unable to have the equipment for free as we usually do.

Brendan to research pricing but expects the equipment hire could be up to £1,000.

Brendan has asked if possible with the weather for the bar marquee to go up on the Friday so that he can get on when he arrives at 7am on the Saturday to begin setting up his equipment behind it.

The Committee then voted on whether the fireworks event should go ahead.

All committee members present (with the exception of Alison Brown who abstained) voted that the event should go ahead. Those people were Stavros Martis, Sarah Groves, Sophie Osman, Victoria Harbour, Juliet Martin, Joanna Corcoran, Brendan Walton, Emily Allen, and Mike Hilder.

3. Next meeting dates

Date for the next event planning meeting TBC

Date for the next committee meeting TBC.

4. AOB

None