



Featherstone Town Council

Featherstone Community Centre, Victoria Street, off Station Lane, Featherstone,
West Yorkshire, WF7 5BB

Tel: 01977 798608.

Email: towncouncil@featherstone-tc.gov.uk www.featherstone-tc.gov.uk

***Regenerating Supporting & Caring for our Community by Wisdom and
Courage***

Dear Councillor

EVENTS COMMITTEE

In accordance with the Local Government Act (LGA) 1972, Schedule 12, paragraphs 10 (2)
(b) you are summoned to a meeting of the

**EVENTS COMMITTEE of FEATHERSTONE TOWN COUNCIL to be held IN THE
GRAHAM ISHERWOOD SUITE AT FEATHERSTONE COMMUNITY CENTRE, VICTORIA
STREET, FEATHERSTONE**

on **WEDNESDAY 10TH JUNE 2026** at following the Communications Committee
Meeting at 6pm

Vicky Symons
Town Clerk

PP.

IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES AND
REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.

AGENDA

<u>Item Number</u>	<u>Description</u>	<u>Enclosure</u>
1	ELECTION OF CHAIRMAN	
2	WELCOME AND APOLOGIES	
3	ELECTION OF VICE-CHAIRMAN	
4	MEMBERS DECLARATIONS OF INTEREST To receive declarations of disclosable pecuniary interests and other interests from Councillors on matters to be considered at the meeting. The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. Whether you can remain in the meeting and the extent to which you can participate depends on the type of interest you have.	
5	PUBLIC PARTICIPATION The meeting is to be opened for the public to address Members on matters relevant to the business of the committee. However, members of the public cannot take part in the main proceedings of the meeting, this is strictly limited to Councillors.	
6	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 To consider, if thought fit, a resolution under the terms of the Public Bodies Admission to Meetings Act 1960 that the press and public be excluded from any part of the meeting by reason of the confidential nature of the business being transacted.	
7	MINUTES OF THE EVENTS COMMITTEE HELD ON WEDNESDAY 8TH APRIL 2026	Pages 5-8

	To receive and sign the minutes of the Events Committee meeting held on Wednesday 8 th April 2026 at 6.30pm (MIN 647/26 to 660/26) and approve the contents contained therein.	
8	CAR SHOW To receive a verbal update at the meeting from Councillor H Symons and consider any action required by the council/committee.	
9	COLOUR RUN – GALA Attached to the agenda are the relevant documents for members to review and approve.	Pages 9-16
10	TABLE TOP SALE To receive a verbal update at the meeting from Councillor P McIntosh and consider any action required by the council/committee.	
11	SEASIDE IN PARK To receive a verbal update at the meeting and approve any quotes received in relation to this event.	
12	SANTA DAY/RELAXED SANTA DAY Members are asked to agree the ticket price for 2026 Santa Day events. Last year's price was £2.50 per ticket.	
13	GALA DAY To receive a verbal update at the meeting and consider any action required by the council/committee.	
14	ANY QUOTES RECEIVED TO BE DISCUSSED AND AGREED Members will be provided with any other quotes received prior to the meeting taking place.	

15	ANY OTHER MATTERS TO BE DISCUSSED NO DECISIONS CAN BE MADE	
16	ITEMS FOR FUTURE AGENDAS TO BE ADVISED TO THE CLERK/ADMINISTRATOR	
	<u>CLOSURE</u>	

MINUTES OF A MEETING OF THE EVENTS COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE ON WEDNESDAY 08TH APRIL 2026 AT 6.30PM.

Present: Councillor P Belbin, Councillor J Hutsby, Councillor M Isherwood (18.54pm), Councillor P McIntosh, Councillor H Symons, Councillor R Taylor, Councillor C Tennant, Councillor M Tennant-King, Councillor S Vickers.

In Attendance: Mrs. V Symons (Town Clerk) and Miss L Murphy (Town Council Administrator).

647/26 WELCOME AND APOLOGIES FOR ABSENCE	Action	Actioned By
Apologies were received from Councillor S Haslam, K Law and D Longley.		

648/26 MEMBERS DECLARATIONS OF INTEREST	Action	Actioned By
None we declared.		

649/26 PUBLIC PARTICIPATION	Action	Actioned By
The meeting is to be opened for the public to address Members on matters relevant to the business of the committee. However residents cannot take part in the main proceedings of the meeting, this is strictly limited to Councillors.		

650/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960	Action	Actioned By
To consider, if thought fit, a resolution under the terms of the Public Bodies Admission to Meetings Act 1960 that the press and public be excluded from any part of the meeting by reason of the confidential nature of the business being transacted.		

651/26 MINUTES OF THE EVENTS COMMITTEE HELD ON THURSDAY 15TH JANUARY 2026	Action	Actioned By

It was RESOLVED: That the Minutes of the Events Committee meeting held on Thursday 15 th January 2026 (Minute Numbers 461/26 to 475/26) are approved and signed.	To be placed on the Town Council Website.	LM
---	---	----

652/26 MINUTES OF THE EVENTS COMMITTEE HELD ON WESNESDAY 11TH FEBRUARY 2026	Action	Actioned By
It was RESOLVED: That the Minutes of the Events Committee meeting held on Wednesday 11 th February 2026 (Minute Numbers 517/26 to 529/26) are approved and signed.	To be placed on the Town Council Website.	LM

653/26 CAR SHOW	Action	Actioned By
Councillor Symons presented members with a provisional poster and a welcome pack for this event which includes all terms and conditions. He made members aware that some changes were require4d including adding a time for exhibitors to enter and a time for the public to enter. The event application had been completed and the risk assessment and event management plan had been sent into Wakefield Council. Once Wakefield have confirmed the event can go ahead it will then be advertised accordingly. Councillor Vickers wanted to thank Councillor Symons for taking lead on the event and congratulate him on the work that he has produced so far which has been outstanding. All members agreed with Councillor Vickers comments and the poster and welcome pack were approved.	To advertise the event once Wakefield Council have confirmed.	LM/VS All Councillors to share.

654/26 COLOUR RUN – GALA 2026	Action	Actioned By
Members were asked to discuss and agree on one of the following options – Option 1: to provide a colour run at the Gala with an adults and a children’s option. The run would take place in the 2nd arena around the path and finish with participants making their way down the running track.	Order the colour run pack and arrange forms for participants.	LM/VS

Option 2: Towards the end of the gala participants gather in the arena and have a colour party. A discussion took place, Councillor M Tennant-King proposed option 1, and Councillor P McIntosh seconded this proposal. It was: Agreed to proceed with option 1.		
--	--	--

655/26 NOASTALGIA DAY	Action	Actioned By
Councillor Vickers requested this item to be placed onto the next agenda for discussion.	Place onto the next agenda.	LM

656/26 100 YEAR ANNIVERSARY OF THE GENERAL STRIKE 4TH – 12TH MAY 2026	Action	Actioned By
Councillor Belbin informed members that Unite were holding an event in Barnsley on Saturday 2nd May and Banners Held High were also holding an event on Saturday 9th May. Councillor Tennant proposed that the 100 year anniversary of the general strike be celebrated in conjunction with the anniversary of the Featherstone Massacre in September. It was: Agreed that a double celebration will take place in September.	Place onto the next relevant agenda.	LM

657/26 MAYOR MAKING – DEPUTY MAYOR ROLE	Action	Actioned By
Councillor Vickers led a discussion regarding this agenda item. It was suggested that the Deputy Mayor shares the Mayor Making Ceremony and be allocated space for family members to attend. Councillor Vickers stated that sometimes the Deputy Mayor may miss out on becoming the Mayor for various reasons so celebrating becoming Deputy may be the only celebration that they have.		

Councillor M Tennant-King informed members that Wakefield Council allow the Deputy, Consort and 6 other spaces for the Mayor Making Ceremony. A discussion took place. It was: Agreed that the Deputy Mayor would be allocated 4 guests to attend the ceremony.		
---	--	--

658/26 ANY OTHER QUOTES RECEIVED TO BE DISCUSSED AND AGREED	Action	Actioned By
None Received		

659/26 ANY OTHER MATTERS TO BE DISCUSSED NO DECISIONS CAN BE MADE	Action	Actioned By
None.		

660/26 ITEMS FOR FUTURE AGENDA'S TO BE ADVISED TO THE CLERK/ADMINISTRATOR	Action	Actioned By
None were received		LM

CLOSURE	Action	Actioned By
The meeting was closed at 18.56PM		



Featherstone Town Council

COLOUR RUN WAIVER AND APPLICATION FORM

CHILDS NAME.....

Preferred time slot 13.30/15.45 (please delete as appropriate)

1. I am aged 18 years or above and wish for my child to participate in Featherstone's Colour Run and I am the parent/legal guardian of the registered child/children who is/are under the age of 18. I wish for these child/children to participate in Featherstone's Colour Run.

2. I agree that my child will participate in Featherstone's Colour Run in accordance with the specific safety rules clearly explained by staff before the run.

3. I understand that the school races will be taking place at 12.45pm and that if my child is participating in these then the 13.30 time slot may not be suitable.

I understand that the entrance fee of £5.00 per participant is non-refundable and is payable in advance of the race.

I understand that participating in Featherstone's Colour Run is a potentially hazardous activity where colour powder will be thrown at and around my child during the event. However, I understand that the powder is not harmful to people, animals or plant life.

4. I agree that my child will wear any safety equipment outlined by Featherstone's Colour Run. In accordance with the safety instructions and risk assessment, all participants must wear protective eyewear. Failure to comply with these instructions could result in participation being denied.

5. I agree to provide a t-shirt (preferably white) and protective eyewear. I understand that the colour powder can cause staining if not washed on a cool cycle immediately after the event.

6. Participants must exhibit appropriate behaviour at all times and follow instructions given by event staff.

7. I confirm that my child is in good physical condition and has no medical impairments preventing participation.

8. I acknowledge that participation may be physically demanding and involve risk of injury.

9. I hereby indemnify Featherstone Town Council against all claims arising out of failure to comply with safety instructions.

10. I acknowledge that I have read, understood and agree to the above.

PARENT / GUARDIAN

NAME:.....

SIGNATURE:.....
.....

Any medical conditions (e.g. asthma)

.....

Featherstone Town Council's Colour Run Event –Risk Assessment

Event: Colour Run (Annual Town Gala)

Location: Purston Park, Ackworth Road, WF7 5LU

Date: Saturday 4th July 2026

Assessed by: Vicky Symons & Leanne Murphy

Review Date: This is a live document and must be reviewed immediately if event conditions change.

Purpose: To identify and evaluate risks associated with a colour run event where participants run through designated areas while coloured powder is thrown. The aim is to ensure the safety of participants, staff, and spectators.

1. Hazard Identification and Control Measures

Slippery Surfaces

Risk: Participants may slip on coloured powder, particularly if it becomes wet due to rain, spillages, or condensation.

Control Measures:

- Monitor high-traffic areas throughout the event.
- Deploy event staff to address slippery patches promptly.
- Use non-slip matting in critical zones (start/finish lines, powder stations).
- Display clear warning signage.
- Ensure powder-throwing volunteers are briefed on avoiding excessive build-up.

Allergic Reactions

Risk: Participants may experience allergic reactions to coloured powder ingredients or other event materials.

Control Measures:

- Provide full ingredient lists to parents/guardians in advance.
- Ensure all powders are cosmetic-grade, non-toxic, and skin-safe.
- Include allergy warnings on all promotional materials and consent forms.

- Have trained first aiders on-site with appropriate equipment.
- Maintain a clear procedure for escalating severe reactions.

Inhalation of Powder

Risk: Participants may inhale powder, potentially triggering respiratory issues, especially for those with asthma or known conditions.

Control Measures:

- Identify participants with respiratory conditions during registration.
- Position these individuals at the edges of high-concentration powder zones.
- Offer optional face coverings or goggles.
- Ensure first aiders are equipped with inhalers/spacers where appropriate.

Trips and Falls

Risk: Uneven terrain, obstacles, or crowding may cause trips or falls.

Control Measures:

- Conduct a full pre-event course inspection.
- Mark uneven surfaces with high-visibility paint or signage.
- Remove unnecessary obstacles and secure cables or equipment.
- Provide marshals along the route to monitor hazards.
- Ensure medical personnel are stationed at key points.

Crowd Control

Risk: Overcrowding may lead to pushing, collisions, or restricted movement.

Control Measures:

- Create clearly marked spectator zones.
- Limit participant numbers based on site capacity.
- Use barriers to separate runners and spectators.
- Deploy trained event staff and security personnel.
- Maintain clear emergency access routes.

Weather Conditions

Risk: Adverse weather (rain, wind, heat) may compromise safety.

Control Measures:

- Monitor weather forecasts in the days leading up to the event.
- Prepare contingency plans (delay, reschedule, or cancel).
- Avoid powder-throwing during high winds to prevent eye/respiratory irritation.
- Provide water stations in hot weather.
- Ensure ground conditions remain safe after rainfall.

2. Monitoring and Review

- Event staff must continuously monitor conditions and adjust control measures as needed.
- Any incidents must be recorded and reviewed.
- A post-event evaluation should be conducted to identify improvements for future events.
- This risk assessment must be updated if event logistics, participant numbers, or environmental conditions change.

Colour Run Safety Rules – Pre-Run Briefing Script

Welcome everyone and thank you for taking part in today's Colour Run!

Before we get started, we need everyone to listen carefully to these important safety rules.

1. General Safety

- This is a **fun run, not a race**, so please go at a pace that feels comfortable for you.
- Be aware of your surroundings and other participants at all times.
- If you feel unwell at any point, **stop immediately and speak to a member of event staff or a steward**.

2. Eye Protection

- **Eye protection must be worn at all times** on the course.
- This can include **sunglasses, goggles, or prescription glasses**.
- Colour powder should **never be aimed directly at faces**.

3. Colour Powder

- The colour powder used today is **non-toxic and environmentally safe**.
- If powder enters your eyes, **do not rub** — rinse with water provided and seek help from staff.
- Please be respectful when throwing colour — **no forceful throwing or aiming at faces**.

4. Behaviour and Respect

- Treat **all participants, staff, volunteers, and spectators with respect**.
- Any aggressive, unsafe, or inappropriate behaviour will not be tolerated.
- Follow instructions from **event staff and stewards at all times** — they are here to keep everyone safe.

5. Course Rules

- Stay **within the marked course** at all times.
- Watch out for **uneven ground, obstacles, and other participants**.
- Pushchairs, buggies, or mobility aids must move at a safe walking pace.

6. Children and Vulnerable Participants

- Parents and guardians are responsible for **supervising children** at all times.
- Make sure children understand the rules, especially around eye protection and colour throwing.

7. Medical and Emergency Support

- First aid support is available — please raise your hand or approach a steward if assistance is needed.
 - If you notice someone else in difficulty, **alert staff immediately**.
-

Most importantly — have fun, stay safe, look after each other, and enjoy being colourful!

Thank you for listening, and let's get ready to run!

FEV COLOUR RUN



1. STARTING POINT
2. 1ST COLOUR STATION
3. 2ND COLOUR STATION
4. 3RD COLOUR STATION

5. 4TH COLOUR STATION
6. FINISH LINE