

RISK ASSESSMENT FOR OAKINGTON BONFIRE AND FIREWORK DISPLAY

SATURDAY 7 NOVEMBER 2026

Location of First Aiders - Pavilion Hall

All Team Leaders to have walkie-talkies to facilitate communication.

Area of hazard	Potential hazards	Preventative or remedial action
Bonfire	Injury to the public or people building and tending the bonfire, risk of fire spreading	The Bonfire team leader is very experienced having built, lit and managed the bonfire and its clear-up for ten years. Bund cleared, tree maintenance has minimised risk of fire spreading to surrounding trees/hedges, height of bonfire restricted to 3 metres. All members of the public kept at least 25 metres from both the display area and the bonfire, with both behind appropriate safety fencing. Bonfire to be 25 metres from the firework display, and at least 10 metres from any trees or fencing. Water bowser to be on site, and bonfire to be doused at the end of the night. Fire Service to be notified of the public bonfire. First Aid to be provided by the Trained First Aider. All Parish Council conditions will be adhered to.
Fireworks	Injury to public or people setting off the fireworks	Two fireworks setters and lighters to attend training on 17 October 2026. Fireworks code of practice to be adhered to at all times before, during and after the display relevant to the fireworks purchased. All members of the public kept at least 25 metres from the display area behind appropriate safety fencing. (Fencing to be in line with the muga fence.) First Aid support to be provided by the Trained First Aiders. Marshals to observe fireworks, and move people further back if necessary.

Sparklers	Injury to public or people using them	Poster displayed to say No Sparklers. Advise No Sparklers to be lit at the start of the event and the entrance. Marshals to intervene if any sparklers lit, and to ask people to put them out.
BBQ	Burns	Scouts will be running the BBQ for the second time. All the scout leaders have first aid training. Experienced BBQ team and team leader
	Fire	Gas barbecues. Low risk of fire, and gas to be turned off if a problem arises.
FOOD	Poisoning	Care taken over food hygiene. Anti-bacterial handwash and spray available and used as necessary. BBQ - Cooked and uncooked food separate. Temperature probe used during cooking and checked before all serving. The PSA will be serving hot drinks and brownies, as on previous bonfires.
	Allergies	Customers will be advised of allergens in the food served. If an incident arises, guardian to administer treatment if available and refer to first aiders. Emergency Services to be called if any concerns about response to treatment.
	Burns	Refer to first aiders on site
	Cuts during preparation	Basic first aid to be provided. Low risk as knives only required if rolls are not pre-cut.
Lighting	Trips and Falls from trailing wires	Care to be taken to cover and highlight wires to lights required for BBQ and at the entrance.
Major Event requiring Evacuation	Major fire or other serious emergency	Allocate the play area as the meeting point and announce at the start of the evening. Marshalls to direct people to meeting point, and meet there to co-ordinate and agree any actions.

Lost child		Notice at entry regarding supervisory responsibility. If a child is found, take them to the pavilion and marshalls to locate the guardian.
		If a guardian seeks help to find a lost child, marshalls out to close exit points and raise the alarm. Search the area. If the child is not found within 30 minutes, contact the police.
Accident with Moving Vehicle	Car park / Setting up and Clearing Up	The car park will only be used for people with limited mobility. Marshalls to direct vehicles and provide general oversight and supervision. Refer to first aider in case of injury/call ambulance.

From: climateandenvironment <climateandenvironment@scambs.gov.uk>
Sent: 09 September 2026 16:05
Cc: climateandenvironment
Subject: Apply for SCDC Six Free Trees 🌳

SCDC's Six Free Trees scheme is back! : 🌳 🌳 🌳

All parishes and towns in South Cambs are now invited to apply for the sixth round of South Cambridgeshire District Council's [Six Free Trees Scheme](#).

The Six Free Trees scheme offers 6 free whips (small trees) or 1 large container grown tree to every parish/town in South Cambridgeshire – it has helped to plant more than 950 trees to date!

Free trees from the scheme can be planted on parish-owned land, school grounds and other publicly accessible areas (with landowner permission and subject to the Council's approval). As each parish is entitled to one order per year, schools and landowners are advised to liaise with their parish council if they would like to plant trees on non-parish-owned land.

Whips will come with bamboo canes, biodegradable protective spirals, and biodegradable mulch mats. Larger container grown trees will come with a stake, tree tie, mulch mat and an optional root irrigation kit.

Once delivered, applicants are responsible for planting and caring for the trees – extra care will be required in the first three years after planting while the trees establish.

APPLY NOW by filling out this webform: [Apply for Six Free Trees](#)

Please note: the Terms and Conditions are included in the webform. A link for photo consents will be sent out once trees have been delivered.

If you have any questions about the scheme or the application, please email climateandenvironment@scambs.gov.uk.

Best wishes,

Cathy Wan Yi Lin | Climate and Environment Project Officer



South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA

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Oakington & Westwick Parish Council

Payments & Income Schedule – October 2026

Invoices	Details	Net	VAT	Total
EE Mobile	Mobile phone	11.33	2.27	13.60
SSE Electric	Street lighting energy 1.8.26-31.8.26	22.41	1.12	23.53
CAPALC	Planning training, 28 Oct	45.00		45.00
Screen & Graphics	Artwork 2 x information boards	109.47	21.89	131.36
Replay Maintenance Ltd	3G drag brush visit 13/15	155.70	31.14	186.34
Salaries	Salaries (net)	1348.92		1348.92
	Home working allowance	15.00		15.00
HMRC	PAYE/NI	303.90		303.90
NEST	Pensions	202.54		202.54
Charge Card				
Lloyds Bank	Monthly charge card fee	3.00		3.00
Boston Bulbs Ltd	Bulbs for verges	82.91	16.58	99.49
Cartridge Centre	2 x laser ink cartridges	36.65	7.33	43.98
Totals		2336.83	80.33	2417.16
Income				
Ivett & Reed	Memorial fee – Skates-Wilson	140.00		140.00
Resident	15 Queens Way parking bay licence fee	25.00		25.00
South Cambs DC	Precept 26/27B	33136.00		33136.00
Total				33301.00

Oakington & Westwick Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2026		
	Cash in Hand 01/04/2026		114,835.66
	ADD Receipts 01/04/2026 - 30/09/2026		71,037.70
	SUBTRACT Payments 01/04/2026 - 30/09/2026		185,873.36
	Cash in Hand 30/09/2026 (per Cash Book)		38,007.53
B			147,865.83
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2026	0.00	
	Unity Trust Current Account 30/09/2026	104,833.32	
	Cambridge&Counties 95 Day Notic 30/09/2026	43,032.51	
			147,865.83
	Less unrepresented payments		
			147,865.83
	Plus unrepresented receipts		
B	Adjusted Bank Balance		147,865.83
	A = B Checks out OK		

Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/10/2026 and 31/03/2027)

Administration

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
3	Expenses						50.00				50.00	50.00
6	Training						300.00	50.00	250.00	300.00		
7	Insurance						2,500.00	2,574.15		2,574.15	-74.15	-74.15
11	Audit						700.00	670.00		670.00	30.00	30.00
12	Journal						500.00		500.00	500.00		
14	Street Lighting						400.00	107.89	300.00	407.89	-7.89	-7.89
16	Subscriptions						1,200.00	782.49	400.00	1,182.49	17.51	17.51
17	Allowances						200.00	200.00		200.00		
18	Community Grants						1,000.00		1,000.00	1,000.00		
24	Caretaker Duties						500.00	539.00		539.00	-39.00	-39.00
27	Website						1,000.00	46.66	525.00	571.66	428.34	428.34
32	Accounting Software						500.00		500.00	500.00		
40	General Admin						1,500.00	827.01	700.00	1,527.01	-27.01	-27.01
45	Election						2,000.00	135.00		135.00	1,865.00	1,865.00
59	Contracted maintenance											
SUB TOTAL							12,350.00	5,932.20	4,175.00	10,107.20	2,242.80	2,242.80

Capital Items & New Pro

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
15	Highways											
46	Bus Shelters											
SUB TOTAL												

Earmarked Reserves

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
34	Section 106/Open Spa											
54	S106-Indoor Communi											
56	EAG Information Boarc											
57	Pavilion & MUGA main						2,500.00		2,500.00	2,500.00		
60	Stocks Green Renovat						5,000.00		5,000.00	5,000.00		
SUB TOTAL							7,500.00		7,500.00	7,500.00		

Grounds & Open Space

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position

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4	Grounds Maintenance	6,000.00	1,825.00	2,000.00	3,825.00	2,175.00	2,175.00
5	Cemetery	2,000.00	1,280.00	500.00	1,780.00	220.00	220.00
13	Trees	2,000.00		1,000.00	1,000.00	1,000.00	1,000.00
19	Extra Grounds Maintainer	5,000.00	1,933.32	1,000.00	2,933.32	2,066.68	2,066.68
21	Stocks Green						
22	Flood Mitigation						
25	Play Area	6,150.00	3,957.50	500.00	4,457.50	1,692.50	1,692.50
26	Orchards	200.00		200.00	200.00		
33	Planted containers	750.00		750.00	750.00		
42	Sign Boards		156.92		156.92	-156.92	-156.92
43	Drainage works						
49	Open Spaces Project						
50	Bins						
51	Property						
53	Bus Shelters						
58	Biodiversity projects						
SUB TOTAL		22,100.00	9,152.74	5,950.00	15,102.74	6,997.26	6,997.26

Income

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
36	Precept	66,272.00	66,272.00		66,272.00							
37	Interest	1,700.00	1,500.55		1,500.55	-199.45						-199.45
38	Cemetery	1,800.00	890.00	900.00	1,790.00	-10.00						-10.00
39	Miscellaneous	50.00	225.00		225.00	175.00						175.00
41	VAT											
44	Donations											
48	Grants		520.00		520.00	520.00						520.00
SUB TOTAL		69,822.00	69,407.55	900.00	70,307.55	485.55						485.55

Sports Pavilion

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
9	Pavilion			10,000.00	10,000.00	10,000.00	4,350.00	4,178.36	10,000.00	14,178.36	-9,828.36	171.64
10	MUGA						3,200.00	1,684.20	1,684.20	3,368.40	-168.40	-168.40
47	Pavilion & MUGA (Sink)						5,000.00		5,000.00	5,000.00		
SUB TOTAL				10,000.00	10,000.00	10,000.00	12,550.00	5,862.56	16,684.20	22,546.76	-9,996.76	3.24

Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/10/2026 and 31/03/2027)

Staffing

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
1	Salary (Inc Tax and NI)						17,330.00	8,156.70	8,665.02	16,821.72	508.28	508.28
2	Pension						2,380.00	1,007.46	1,189.98	2,197.44	182.56	182.56
SUB TOTAL							19,710.00	9,164.16	9,855.00	19,019.16	690.84	690.84

Youth

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
8	Youth Work						12,000.00	5,212.00	6,000.00	11,212.00	788.00	788.00
SUB TOTAL							12,000.00	5,212.00	6,000.00	11,212.00	788.00	788.00

Summary

NET TOTAL	69,822.00	69,407.55	10,900.00	80,307.55	10,485.55	86,210.00	35,323.66	50,164.20	85,487.86	722.14	11,207.69
V.A.T.				1,630.15					2,683.87		
GROSS TOTAL				81,937.70					88,171.73		