

	Events committee
Date	2 July 2026
Agenda Item	6

To consider the outings

1. Raffle

As a change was made to the cost of outings for Halstead residents in 2026, to cover the cost of the parties following the outings, there is no financial need to have raffles, which have presented safety issues in the past. They are now conducted either off the coach, or by tickets being passed around between passengers during the trip. The extra paid by Halstead residents will now cover the cost of food for the parties.(analysis in item 6a)

2. As many of the passengers have health issues, it has been suggested that it might be helpful for those who wish, to complete a health form, which will not be read unless they have a health issue on the day out. (example in item 6b)

Recommendation : that the Events committee recommends

1. That raffles on the coaches are discontinued
2. That a voluntary health declaration form be offered to those booking outings.

Sarah Greateorex

Sarah Greateorex

Year	Total Coaches	Raffle Income	Average	Raffle Prizes	For Parties	HTC Donation	£2.00 inc.
2024	18	£802.60	£44.59	£360.00	£442.60	£500.00	£0.00
2025	19	£880.10	£46.32	£380.00	£500.10	£1,000.00	£0.00
2026	7	£334.02	£47.72	£140.00	£194.02	£0.00	£1,452.00

TOTAL		Food	Other	Expenses	SURPLUS
£942.60		£1,326.65	£520.75	£1,847.40	-£904.80
£1,500.10		£832.93	£464.07	£1,297.00	£203.10
£1,646.02				£0.00	£1,646.02

RAFFLE & OUTINGS MONEY BALANCE 2024					
Date	Description	Value		Money Out	Balance
	Brought Forward.	£961.20			
5/15/2024	Taken out			£80.00	£881.20
	Coach No. 1	£42.00			
	Coach No. 2	£51.00			
	Coach No. 3	£40.00			
	Coach No. 4	£51.50			
	Total:	£184.50			
6/12/2024	Taken out			£60.00	£1,005.70
	Coach No. 1	£55.00			
	Coach No. 2	£52.00			
	Coach No. 3	£53.00			
	Total:	£160.00			
7/10/2024	Taken out			£80.00	£1,085.70
	Coach No. 1	£49.00			
	Coach No. 2	£46.00			
	Coach No. 3	£43.00			
	Coach No. 4	£33.00			
	Total:	£171.00			
9/11/2024	Taken out			£60.00	£1,196.70
	Coach No. 1	£54.10			
	Coach No. 2	£45.00			
	Coach No. 3	£37.00			
	Total:	£136.10			
10/9/2024	Taken out			£80.00	£1,252.80
	Coach No. 1	£44.00			
	Coach No. 2	£42.00			
	Coach No. 3	£35.00			
	Coach No. 4	£30.00			
	Total:	£151.00			
			Sub Total Less Prize Money		£1,403.80
	Donation From HTC	£500.00			
	Expenses paid by HTC	£0.00			
	Cost of Food Thurs			£926.03	
	Cost of Food Fri			£400.62	
	Thursday Raffle	£264.00			
	Friday Raffle	£180.00			
	Cost of Entertainment			£280.00	
	Misc (receipts)			£240.75	
	Total	£944.00		£1,847.40	£500.40

RAFFLE & OUTINGS MONEY BALANCE 2025					
Date	Description	Value		Money Out	Balance
	Brought Forward.	£500.04			
5/14/2025	Taken out			£90.00	
	Coach No. 1	£37.00			
	Coach No. 2	£58.00			
	Coach No. 3	£34.00			
	Coach No. 4	£48.00			
	Total:	£177.00			£587.04
6/11/2025	Taken out			£80.00	
	Coach No. 1	£51.00			
	Coach No. 2	£60.00			
	Coach No. 3	£44.00			
	Coach No. 4	£51.00			
	Total:	£206.00			£713.04
7/16/2025	Taken out			£80.00	
	Coach No. 1	£43.10			
	Coach No. 2	£45.00			
	Coach No. 3	£52.00			
	Coach No. 4	£51.00			
	Total:	£191.10			£824.14
9/10/2025	Taken out			£60.00	
	Coach No. 1	£42.00			
	Coach No. 2	£42.00			
	Coach No. 3	£42.00			
	Total:	£126.00			£890.14
10/8/2025	Taken out			£80.00	
	Coach No. 1	£51.00			
	Coach No. 2	£40.00			
	Coach No. 3	£47.00			
	Coach No. 4	£42.00			
	Total:	£180.00			£990.14
					Ending Balance
	Donation From HTC	£1,000.00			
	Expenses paid by HTC	£0.00			
	Cost of Food Thurs			£627.81	
	Cost of Food Fri			£205.12	
	Raffle Takings Thurs	£232.00			
	Raffle Takings Fri	£205.00			
	Cost of Entertainment			£280.00	
	Misc (receipts)			£184.07	
	Total	£1,437.00		£1,297.00	£1,130.14

RAFFLE & OUTINGS MONEY BALANCE 2026					
Date	Description	Value		Money Out	Balance
	Brought Forward.	£1,130.14			
5/13/2026	Taken out			£60.00	£1,070.14
	Coach No. 1	£54.00			
	Coach No. 2	£53.00			
	Coach No. 3	£40.00			
	Total:	£147.00			
6/10/2026	Taken out			£80.00	£1,137.14
	Coach No. 1	£36.00			
	Coach No. 2	£54.00			
	Coach No. 3	£51.00			
	Coach No. 4	£46.02			
	Total:	£187.02			
7/8/2026	Taken out			£0.00	£1,324.16
	Coach No. 1	£0.00			
	Coach No. 2	£0.00			
	Coach No. 3	£0.00			
	Total:	£0.00			
9/9/2026	Taken out			£0.00	£1,324.16
	Coach No. 1	£0.00			
	Coach No. 2	£0.00			
	Coach No. 3	£0.00			
	Total:	£0.00			
10/14/2026	Taken out			£0.00	£1,324.16
	Coach No. 1	£0.00			
	Coach No. 2	£0.00			
	Coach No. 3	£0.00			
	Coach No. 4	£0.00			
	Total:	£0.00			
			Sub Total Less Prize Money		£1,324.16
	Donation From HTC	£0.00			
	Party Tax	£1,452.00			
	Expenses paid by HTC	£57.19			
	Cost of Food Thurs			£0.00	
	Cost of Food Fri			£0.00	
	Raffle Takings Thurs	£0.00			
	Raffle Takings Fri	£0.00			
	Cost of Entertainment			£0.00	
	Misc (receipts)			£0.00	

	Total	£1,509.19		£0.00	£2,833.35
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Fit To Travel

Your outing should be all about good times and great memories - and we're here to make sure that's exactly what you get! Our trips come with a trusty driver and friendly courier who's always on hand for tips, support and the odd laugh along the way.

Travelling Safely and Comfortably

We want all our travellers to enjoy their outing. Our outings are fully escorted, meaning a courier accompanies the group on the coach to provide guidance, support and safe and comfortable travel. However, passengers must be able to manage their own personal needs independently or travel with a companion who can assist.

While we will make every reasonable effort to accommodate special requirements, we are not a specialist disabled outing provider and we cannot provide personal care. Our couriers are first-aid trained; however they are not expected to provide a first-response level of care.

Coach Access and Mobility

You should be able to (either independently or with your travelling companion):

- Board, use the facilities and leave the coach safely.
- Manage steps, uneven surfaces, and walking at the final destination.

Wheelchairs and Mobility Scooters

Wheelchairs and scooters are allowed but must be foldable for storage in the coach luggage hold.

Health, Hygiene and Allergies

- Severe allergies should be discussed before booking; allergen-free environments cannot be guaranteed.
- You are responsible for carrying and administering medication.

Travelling Solo

Single passengers are very welcome, but you must be able to manage yourself independently for the duration of the outing. If you are not able to do this, you will be required to travel with a companion who can provide the support you need.

FAQs

Do I need to tell you about my medical condition?

- Yes. Full disclosure helps us ensure your outing is safe and suitable.

What happens if I fail to disclose a condition?

- We may refuse travel or cancel your booking without refund for safety reasons.

Health form for domestic travel

All travellers need to fill out this form before you set off. It gives you the chance to note down information about your health, so we can make sure we're prepared while you're away.

1) General information

If you want to keep your health form confidential, put it in a sealed envelope and hand it to your courier to carry for the duration of the trip. The courier will only open it if there's an emergency. If it isn't used your courier will return it to you sealed. However, we recommend that you talk to your courier about what an emergency may look like for you (if applicable) so they can include this in their planning before the trip.

2) Participant health information and history

Please fill out this section as fully as possible with information about your current medical treatments, allergies and any other helpful information. All information will be treated with the strictest confidence.

Question 2a ☐ Yes ☐ No	Do you have any illnesses, disabilities or any pre-existing medical conditions (for example injury, physical, medical, mental health) that may affect you while you're taking part in this outing? If yes, please give details below (for example, the name of your condition, how it affects you, triggers and medication details).
Question 2b ☐ Yes ☐ No	Are you currently receiving any medical treatment? If yes, please give details below, including your hospital's name and address if applicable.

3) Allergies

Question 3 ☐ Yes ☐ No	Do you have any allergies or sensitivities (for example, to medicines or foods)? If yes, please give details below, including how severely you tend to react.

4) Medication

Question 4a ☐ Yes ☐ No	Are you currently taking any prescription medication (including adrenaline auto-injectors for example EpiPen, asthma inhaler)? If yes, please share how this is usually given and handled below.
Question 4b ☐ Yes ☐ No	Are you currently taking any non-prescription medication (for example pain killers, eye drops, homeopathic remedies, sleeping aids etc)? If yes, please give more details using the additional information sheet.

Inhalers, adrenaline auto-injectors and hypoglycaemia treatment: Make sure you bring a spare. It's your responsibility to make sure they haven't expired.

5) Hospitalisation

Question 5 ☐ Yes ☐ No	Should the need arise, you consent to be taken to the nearest A&E department. If no, please sign the box below to confirm that you would rather be brought back to Halstead and will arrange your own transport from there to go to hospital.
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6) Consent

☐ I confirm that the information given here is true and correct. I will tell the courier if there are any changes to my medical situation before the trip takes place. I understand that if any information I've given is found to be inaccurate, it may stop me going on the trip.	
Name:	Date:
Signature:	

If you have any more questions, please contact the office via email;
Reception@HalsteadTownCouncil.org.uk or by telephone; 01787 476480