



**Kennington Parish Council
Oxfordshire**

**Notes of the Events Committee meeting
held online on 17 November 2022 at 7:30 pm**

Present: Cllr. Mrs. Buckingham and Cllr. Powles

In Attendance: Anne Feather (Clerk)

1. APOLOGIES FOR ABSENCE– Cllr. Smith

2. DECLARATION OF DISCLOSABLE PECCUNIARY INTERESTS – None

3. To note the notes of the meeting held on 20 October - Noted

4. CO-OPTION

1.22 To was agreed that Mrs Rachel Brown be co-opted on to the Events Committee.

ACTION FOR Cllr. Powles – To invite Mrs Rachel Brown onto the Committee.

5. REMEMBRANCE SERVICE – 13 NOVEMBER

Event happened – de-brief meeting arranged for 30 November to those who attended the event.

6. CAROLS AROUND THE TREE

Arranged for Sunday 4 December 2022 starting at 6:00pm

Went through the Action list and updated.

1. Need to check with Alan if he's happy to do the sound and being 'master of Ceremonies'. Also check with Alan that he's happy about the Carols/song sheet
2. Publicity: In Chronicle; On Kennington Connected on 27 November and 2 December. Put on Notice Boards in the village and in Village Hall plus the Health Centre.
3. Check that Colin Smith is still OK to help with the Christmas tree on Saturday
4. Check with Roger if he's OK to drive to Egrove on the Friday to collect the pie warmer – may not go ahead as need to arrange to get it returned on the Monday morning.

	Apply for a Street Collection Permit	Anne	Applied – need to chase
15 November	Include in December's edition of The Chronicle Posters around the village Facebook on 27 November & 2 December	Anne Anne Anne	Done
2 November	Risk Assessment needs to be carried out	Anne and Sylvia	Done
Friday 2 December	Christmas tree to be delivered by Bagley Woods sawmill	Eddie and Paul	
Saturday 3 December	Christmas lights to be put on tree and tree installed at War Memorial	Colin C Scott Colin S Paul D	Anne to check OK with Colin S
Sunday 4 December	2:00pm Mulled Wine prepared and mulled	Anne and Sylvia	
	Prepare the church – putting tables out etc	Anne and Sylvia	
	4:00pm Sausage rolls and mince pies to be warmed and kept warm – Pie Warmer from Said + pans	Anne and Sylvia	Check when can collect with Said

	4:00pm set up PA system. Think Alan is using Startech Productions?	Alan	Anne to check
	5:00pm Non-alcoholic drink to be prepared	Anne and Sylvia	
	Carol sheets handed around	?	Anne to check with Alan OK?
	6:00 Carols start around the Christmas tree		
	Father Christmas arrives	Scott	
	All into Church afterwards Serve drink and food will be on the tables	Sylvia and Anne	
	Clean up when all gone	?	

What to do:

Check who is the Council's chosen charity this year to enable the application for a Street Collection Permit to be completed	Anne	Done McIntyres
Check with Alan what songs and carols does he want	Anne	
Church will be available from 11:30am The Church Hall kitchen should be available during the afternoon There are two hotplates plus hostess trolley There is a new servery in the church with a microwave washing up facilities and a fridge. Also ask if it would be OK to have the carols inside the church if bad weather	Anne	
Purchase: Sausage rolls Mince pies Squash Ingredients for mulled wine Ingredients for fruit drink	Sylvia	
Bring: Paper tablecloths Napkins Paper plates Silver platters for pies and rolls Polystyrene cups Plastic cups Serving jugs J clothes T Towels 'Alcoholic Mulled Wine' 'Non-Alcoholic Fruit Drink' 'Sausage rolls – contains 'Mince pies contain Black plastic sacks for rubbish Father Christmas's Collection pot	Anne	
Find out if we can borrow the hot cupboard again from Egrove	Anne	Can pick up 4:14pm Friday
Is there a hostess trolley around	Anne	St Swithun's Church
Is there the hot plate around Borrow another hot plate from Lyndi	Anne	St Swithun's Church
Big pans for mulled wine and fruit drink – Ask Brian for fruit juice pan	Anne	
Check what's in the kitchen in the church – Microwave, fridge and washing up facilities	Anne	
Need help with serving and clearing away		

7. FATHER CHRISTMAS VISITS KENNINGTON

Arranged for Friday 9 December and Saturday 10 December.

Went through the Action list and updated.

1. Colin would like a run through before the Saturday evening. Sylvia will go through the route with Colin.
2. Publicity: In Chronicle; On Kennington Connected on 2 December and 8 December.

	Apply for street collection permits	Anne	Applied – need to chase
	Put details on Website and on Facebook	Anne	
15 November	Include in December's edition of The Chronicle	Anne	Done
	Risk Assessment needs to be carried out. Scott suggested adding DBS checked and as he and Bill are emergency 1 st aiders may as well put in	Anne and Sylvia	Done
	Driver for Friday evening	Bill	
	Driver for Saturday evening	Colin S	
	Steward both evenings	Sylvia	
	Check insurance – Zurich	Anne	Done
	Elf suits – Where are they and how many suits?	Scott	
	Decide who is going to be elves	Rachel ? Tim ?	
	Budget for pressies for the children - £200	Scott	
	Wrap pressies beforehand	Sylvia	
Friday 9 December	Meet at Village Car Park - Follow route map for south of the village		
Saturday 10 December	Meet at Village Car Park - Follow route map for the north of the village		

Meeting closed approx. 7:30pm – Scott's computer went dead

Signed.....**Dated**.....

Date of next meeting to be arranged.