



Kennington Parish Council
Oxfordshire

Minutes of the Events Committee meeting
held 22 July 2024 at 7:30pm in Committee Room 1 in the Village Centre

Present: Cllr. Brown; Cllr. Cuddy; Cllr. Locklin and Cllr. Powles

In attendance: No members of the public

01.24 ELECT CHAIR

Cllr. Powles was nominated by Cllr. Brown, seconded by Cllr. Locklin and elected unopposed.

02.24 APOLOGIES – Cllr. Cobb Cllr. Gamble and Cllr. Smith

03.24 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS – None

04.24 MINUTES OF THE LAST MEETING

05.24 Minutes of the meeting held on 24 January 2024 were agreed and signed.

06.24 REMEMBRANCE DAY – Sunday 10 November (£600)

07.24 It was agreed that the committee wouldn't ask for the Order of Service to be inserted in the middle of October's Chronicle as it seemed many residents didn't bring this along with them last year. This resulted in not enough Orders of Service for the event.

ACTION FOR CLERK – 300 copies to be printed this year.

08.24 It was agreed that the Clerk would organise the wreaths earlier this year. Inform organisations that usually lay a wreath, that the council could order all the wreaths as a group, with the organisations paying the council. Alternatively, organisations may prefer to purchase direct from the British Legion.

ACTION FOR CLERK – To contact organisations and request what they would prefer to do

The Unnamed Soldier Silhouettes need some angle grinding work making it easier to secure in the ground.

ACTION FOR CLLR. POWLES – Investigate how/who to carry out work

ACTION FOR CLERK – Arrange a meeting during week commencing 21 October for all organisations involved.

Rev'd Rob Glenny has asked about the opening statement.

ACTION FOR CLLR. COBB – Inform the Clerk as to what the opening statement is to be so as to inform Rev'd Glenny.

Last year went well with the War World Presentation, together with tea and coffees in the Church Hall after the service, with Apple Café being the hosts.

09.10 It was agreed that the committee would work closely with Apple Café again this year.

The council has purchased the PA system, including microphones, with the Remembrance Day being its first official use. The committee need to know how to use this equipment.

ACTION FOR CLLR. COBB – To bring system to next committee meeting (16 September) to run through how the system works.

10.24 COMMUNITY BULB PLANTING EVENTS – 13 & 19 October

- 11.24** The community bulb planting events planned for October, which Wild about Kennington (WaK) was under the impression, it was covered under the council's insurance, the Clerk and Chair has suggested that Cllrs. Andrews and Gamble join the Events Committee and work with WaK in organising including producing a risk assessment for this Community event. The committee is not happy with the advertising poster as it stands as is hesitant to involve children as young as 8 years in this event.
- A risk assessment needs to be prepared, after looking at the risk assessment from St Swithun's School *Bike ability* events run by the school. The information regarding Community Litter picks, sent by Vale of White Horse District Council also to be taken into account when preparing the risk assessment, and safety document for volunteers to read and sign up to. It must be remembered that planting bulbs is not the same as litter picking, as volunteers would be 'out of sight' of motorists when planting that standing up whilst picking litter.

ACTION FOR CLERK – Forward amended risk assessment to all committee members for approval before the poster is to be agreed

- 12.24** Regarding the more regular activities of WaK, these would not be covered under the council's insurance.

13.24 CAROLS AROUND THE TREE – 1 December (£1,000 spilt with Father Christmas visiting + tree)

- 14.24** It was agreed that the committee wouldn't ask for the Christmas song sheets to be inserted in the middle of November's Chronicle as it seemed many residents didn't bring this along with them last year.
- Agree with Cllr. Cobb with the songs to be sung. Also arrange for Cllr. Cobb to liaise with the band well before the event. Clerk to get more sheets printed as necessary – need 500

ACTION FOR CLLR. COBB – Agree with the band what songs to be played

ACTION FOR CLERK – Print as many copies of the Christmas songs as necessary once songs agreed with Cllr. Cobb

Must check with the Church that Sunday 1 December is OK to hold this event and arrange to borrow the pie warmer and pans from Egrove Park again. Amend the 'To Do' list if necessary and send to all committee members for their information, including the shopping list for the Mulled wine and mince pies in the Church afterwards. Put this event on October's council meeting agenda to arrange volunteers.

ACTION FOR CLERK – Contact St Swithun's Church and check Church is free for this event

ACTION FOR CLERK – Contact Egrove Park and request to borrow the pie warmer and pans

ACTION FOR CLERK – Put this event on October's council meeting Agenda

ACTION FOR CLERK – Send 'To Do' and shopping list to committee members

15.24 THE LANTERN PARADE – 1 December (£1,000 spilt with Father Christmas visiting + tree)

Cllr. Brown is happy to run this event again but needs more volunteers. Clerk to ask for volunteers in September's Chronicle and Cllr. Brown asking for volunteers via Facebook.

ACTION FOR CLERK – Include request for volunteers for this event in September's Chronicle

ACTION FOR CLLR. BROWN – Post on Facebook requesting volunteers for this event

16.24 THE CHRISTMAS TREE – 1 December (£1,000 spilt with Father Christmas visiting + tree)

Ask Lynch Brothers if they would be willing to erect the Christmas Tree again and decorate it. Think about the size needed this year.

ACTION FOR CLERK – Contact Lynch Brothers to ask if they could erect the tree again this year

17.24 FATHER CHRISTMAS'S VISIT TO VILLAGE - Friday 6, Saturday 7 & Sunday 8 December
(£1,000 split with Father Christmas visiting + tree)

18.24 It was agreed that Father Christmas would visit the village three nights so that he can cover the complete village. Pencilled in the Abingdon Lions' Father Christmas's sleigh for all three evenings via Cllr. Russell

ACTION FOR CLERK – Confirm with Cllr. Russell that these are the dates and check that the sleigh would be OK to be kept outside his house
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Drivers are needed for the three nights.

Advertise this event in November and December's Chronicle

19.24 It was agreed that the issue of advertising banners be discussed at September's council meeting, as it was thought a good idea to have large banners advertising the Christmas events at both the Village Hall (on the railings) and at the War Memorial. A frame needs to be created for the advertising banner at The War Memorial.

ACTION FOR CLERK – Add Advertising Banners on September's council meeting agenda

ACTION FOR CLLR. POWLES – Investigate the necessary frame
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20.24 2025 EVENT CALENDAR

Annual Meeting – 23 April 2025

Remembrance Day – 9 November 2025

Carols around the Tree – 30 November 2025

Father Christmas's visit to the village – 5,6 & 7 December 2025

21.24 ITEMS RAISED BY MEMBERS

None

22.24 MATTERS FOR FUTURE DISCUSSION

Community Bulb Planting Events

Remembrance Day

Christmas events

23.24 DATE OF NEXT MEETING – Monday 16 September 2024 at 7:30pm

Meeting closed at 8:58pm

Signed Dated