



**Kennington Parish Council  
Oxfordshire**

**Minutes of the Events Committee meeting  
held 16 September 2024 at 8:10 pm in Committee Room 1 in the Village Centre**

**Present:** Cllr. Brown; Cllr. Cobb; Cllr. Cuddy; Cllr. Locklin; Cllr. Powles and Cllr. Smith

**In attendance:** No members of the public

**24.24 APOLOGIES** – None

**25.24 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS** – None

**26.24 MINUTES OF THE LAST MEETING**

**27.24** Minutes of the meeting held on 22 July 2024 were agreed and signed.

**28.24 REMEMBRANCE DAY** – Sunday 10 November  
(£600)

**29.24 It was agreed that** having a 1<sup>st</sup> Aider within the council would be good for council run events. It was suggested it be discussed at the next council meeting.

**ACTION FOR CLERK** – Put on October's agenda

**30.24 It was agreed that** this same format is continued for this year, with Volunteers being requested at October's council meeting.

**ACTION FOR CLERK** – Put on October's agenda

**The outline of this event:**

|                                                                                                    |                            |
|----------------------------------------------------------------------------------------------------|----------------------------|
| Need 1 <sup>st</sup> aider                                                                         | Volunteer                  |
| Purchase tea/coffee, squash & biscuits                                                             | Clerk                      |
| Tea/coffees and biscuits in Village Centre before parade                                           | Cllr Brown                 |
| Marshalls at south end of village                                                                  | Cllrs. Gamble & Smith      |
| Marshalls at north end of village                                                                  | Cllr. Feather & Clerk      |
| Marshalls at Bagley Wood Rd (near War Memorial)                                                    | Cllr. Locklin & one other? |
| Road notices out the week before (3 November)                                                      | Cllr. Powles               |
| Prepare the Soldier statues for erecting week before                                               | Cllr. Powles               |
| Closure notices lying down until Sunday morning                                                    | Cllr. Powles               |
| Closures Notices posted on posts up at 1 November                                                  | Clerk                      |
| Tea and coffee in Apple Café after the service displaying<br>Soldiers' histories (display boards?) | Cllr. Powles               |
| Arrange meeting for Sam or Rob before the pre-meet                                                 | Clerk                      |
| Arrange Pre-meet for Thursday 24 October for all involved                                          | Clerk                      |
| Arrange meeting for Flag bearers on Friday before the Sunday                                       | Cllr. Cobb                 |
| Band has confirmed attendance                                                                      | Cllr. Cobb                 |
| Chairs from Apple Café for the band & 15 for wreath bearers                                        | Clerk to ask Church        |
| 300 copies of Order of Service sheets to be printed<br>after confirmed by Cllr. Cobb               | Cllr. Cobb                 |
| Wreaths ordered – invoices to be produced to organisations                                         | Clerk                      |

**31.24 CAROLS AROUND THE TREE – 1 December**  
(£1,000 split with Father Christmas visiting + tree)

**32.24 It was agreed that** this same format is continued for this year, with Volunteers being requested at October's council meeting.

**ACTION FOR CLERK – Put on October's agenda**

**The outline of this event:**

|                                                                                                                                                              |                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Need 1 <sup>st</sup> aider                                                                                                                                   | Volunteer                  |
| Lynch Brothers will erect again                                                                                                                              | Cllr Feather               |
| Order 18ft Christmas tree                                                                                                                                    | Clerk                      |
| Design advertising banner                                                                                                                                    | Cllrs. Brown & Powles      |
| Purchase 2 x banners                                                                                                                                         | Clerk                      |
| 2 x frames for banners to be built                                                                                                                           | Cllr. Powles               |
| Midday start to prepare mulled wine - to include Hot Apple Cider (same as last year) and squash. Plus warming sausage rolls & mince pies (see shopping list) | Volunteers needed          |
| Check songs on sheet with Lynn                                                                                                                               | Cllr. Cobb                 |
| 200 copies of song sheet to be printed                                                                                                                       | Clerk                      |
| Organise the Hot pie cabinet                                                                                                                                 | Clerk                      |
| Collect and return pie cabinet                                                                                                                               | Cllr Powles or Cllr. Smith |
| Lantern Parade to be confirmed                                                                                                                               |                            |
| Invite the Church and advertise in the Church lobby                                                                                                          | Clerk                      |

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

**The outline of this event:**

|                                                       |                             |
|-------------------------------------------------------|-----------------------------|
| Need 1 <sup>st</sup> aider                            | Volunteer                   |
| Must advertise on Facebook                            | Cllrs Brown & Cuddy & Clerk |
| Pressies – enough but take out of green storage shed  | Clerk                       |
| Map needs to be amended and advertised                | Cllr. Brown                 |
| Start time for Friday 5:30pm – North end of village   |                             |
| Start time for Saturday 4:45pm – South end of village |                             |
| Driver of Sleigh for both nights                      | Cllrs. Russell & Smith      |
| Storage of Sleigh overnight                           | Cllr. Russell's             |
| Donation to Abingdon Lions (on December's agenda)     | Clerk                       |
| Chairs 2024 Charity is Friends of Kennington Library  |                             |

**Advertising Father Christmas's visit:**

|                                  |             |
|----------------------------------|-------------|
| November & December's Chronicle  |             |
| Weekly reminder on Facebook      |             |
| School Newsletter                |             |
| Update poster and print out for: | Cllr. Brown |
| Notice boards                    |             |
| Shops at Playfield Road          |             |
| Chip shop                        |             |
| Co-op                            |             |

**34.24 2025 ANNUAL MEETING (23 April 2025)**

The committee members agreed that 2024's meeting went really well. With quite a lot of positive feedback. It was felt that the Five Year Action plan needs to be built on by the next Annual Meeting. On October's council meeting agenda.

- 35.24 It was agreed that** this same format is continued for 2025's Annual Meeting, including providing cheese and wine. It was suggested meeting be discussed at January's council meeting.

**ACTION FOR CLERK** – Put on January's agenda

- 36.24 It was agreed that** the following be invited to next April's meeting with the Clerk sending a *'please keep the date'* email for their diaries:

Kennington Health Centre (The Manor)  
St Swithun's School  
Head Injury Services  
McIntire

**37.24 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

**38.24 ITEMS RAISED BY MEMBERS**

None

**39.24 MATTERS FOR FUTURE DISCUSSION**

- 40.24 DATE OF NEXT MEETING** – To be arranged

**Meeting closed at 9:24pm**

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