



**Kennington Parish Council
Oxfordshire**

**Minutes of the Events Committee meeting
held 23 September 2025 at 7:30pm in Committee Room 1 in the Village Centre**

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

In attendance: Lawrence Wootten (Clerk) No members of the public

01.25 ELECTION OF CHAIR OF THE EVENTS COMMITTEE

02.25 Cllr Powles was nominated by Cllr Brown, seconded by Cllr Locklin and elected as Chair.

03.25 APOLOGIES

04.25 Apologies received from Cllrs Smith and Cobb. Cllr Cuddy sent apologies but is no longer a member of the Events Committee.

06.25 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS – None

07.25 MINUTES OF THE LAST MEETING

08.25 The minutes of the meeting held on 6 February 2025 were agreed and signed.

09.25 VE DAY SUPPER DANCE EVENT

10.25 The Clerk reported that the VE Day Supper Dance had a total income of £1404.90 and total expenses of £1735.00, so a loss of £330.10.

11.25 Cllr Powles proposed that, since there was no surplus from the event to donate to the Royal British Legion, this be taken into account when considering the council's annual donation – seconded by Cllr Brown and approved by all.

12.25 REMEMBRANCE SUNDAY

13.25 The Clerk reported that 8 poppy wreaths had been ordered from the Royal British Legion and delivered.

14.25 It was agreed that format for the day is continued for this year, with Volunteers being requested at October's council meeting.

ACTION FOR CLERK – On agenda for agreement of full council

15.25 It was agreed that the Clerk will book the Village Hall for the morning of Sunday 9th November.

ACTION FOR CLERK – Book the Village Hall for Sunday 9th November.

16.25 The Clerk offered to add a third verse of Abide with Me to the Order of Service by printing it on adhesive labels in a font to match – agreed by all.

ACTION FOR CLERK – Print third (final) verse of Abide with Me on adhesive labels to attach to the Order of Service.

17.25 It was agreed that the Clerk will check that Apple Café are prepared to host the after-parade.

ACTION FOR CLERK – Check with Apple Café that they can hold the after-parade.

18.25 Since there is no Royal British Legion poppy collector in the village, it was agreed that the Clerk will try to arrange for a tray of poppies to be available to buy at the Village Hall, ahead of the parade on Remembrance Sunday.

ACTION FOR CLERK – Try to arrange for a tray of poppies to be available to buy at the Village Hall.

19.25 Clerk to arrange a meeting of all attending groups approximately two weeks ahead of the parade.

ACTION FOR CLERK – Arrange meeting of all attending groups.

20.25 The clerk reported that Temporary Road Closure request had already been submitted and approved by the District Council (NO. 52 ORDER 2025), and an updated event Risk Assessment had been submitted as part of that application.

21.25 CAROLS AROUND THE TREE

22.25 This year's Carols Around the Tree will be held on 30th November at the War Memorial or in the church in the case of inclement weather.

23.25 It was agreed that a notice of the time and date would be put included in the council's article for the November edition of the Kennington Chronicle.

ACTION FOR CLERK – Put notice of Carols Around the Tree in the November article for the Kennington Chronicle.

24.25 It was agreed that the clerk would contact the Saïd Business School for kitchen equipment to be used on the day.

ACTION FOR CLERK – contact the Saïd Business School.

25.26 It was agreed that the clerk would check that the band were able to take part.

ACTION FOR CLERK – check that the band are able to take part in the carol service (and Remembrance Sunday).

26.25 It was agreed that the clerk would arrange for access to the church from about 11.00am on the day of the service.

ACTION FOR CLERK – contact that the church and arrange access from 11.00am on 30th November.

27.25 It was agreed that Cllr Brown would order the same amount of food as last year, but less mulled wine.

ACTION FOR CLLR BROWN – purchase food and drink.

28.25 It was agreed that the clerk would update the event Risk Assessment.

ACTION FOR CLERK – update the event Risk Assessment.

29.25 FATHER CHRISTMAS'S ANNUAL VISIT TO THE VILLAGE

30.25 This event is planned for the 12th December and 13th December.

31.25 It was agreed that a budget of £200 be allocated to buying children's presents.

32.25 It was noted that the trailer would need to be returned to Abingdon Lions Club on the 12th December and collected from them on the 13th December.

33.25 ITEMS RAISED BY MEMBERS - None

34.25 MATTERS FOR FUTURE DISCUSSION - None

35.25 DATE OF NEXT MEETING – To be confirmed

Meeting closed at 8:29 pm

Signed **Dated**

Events Committee meeting of 23 September 2025