



**Kennington Parish Council
Oxfordshire**

**Minutes of the Events Committee meeting
held 5 November 2025 at 7:30pm in Committee Room 1 in the Village Centre**

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

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

36.25 APOLOGIES FOR ABSENCE

37.25 Apologies received from Cllr Cobb

38.25 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS – None

39.25 MINUTES OF THE LAST MEETING

40.25 The minutes of the meeting held on 23 September 2025 were agreed and signed.

41.25 REMEMBRANCE SUNDAY

42.25 Cllr Powles informed the committee that the road closure signs had been put in position.

43.25 The Clerk informed the committee that the road closure order notifications from VoWHDC had been put up on lamp posts along the parade route.

44.25 Cllr Powles suggested that new road signs would be needed for next year's event. Clerk to investigate suppliers and costs.

ACTION FOR CLERK – Investigate suppliers and costs of new road signs.

45.25 Cllr Powles expressed concerns that cars may be parked on Bagley Wood Rd before the road closures are in place which may obstruct the parade. It was agreed to review this and note any necessary actions for next year's parade.

46.25 CAROLS AROUND THE TREE

47.25 The Clerk confirmed that the Christmas Tree had been ordered and would be delivered to the War Memorial on the 25th or 26th November.

48.25 The Clerk will check that the church will be open early to allow setting up for serving food a drink afterwards.

ACTION FOR CLERK – Contact St Swithun's to ensure the church is open to allow setting up.

49.25 Cllr Feather has been in contact with Lynch Brother Homes, who have offered to erect and decorate the Christmas Tree again this year at no cost to the Parish Council.

50.25 Cllr Locklin has been given a hostess trolley which she was happy to use for the event, so no need for one to be borrowed from the Saïd Business School.

51.25 The Clerk has received confirmation that the Saïd Business School were happy to offer a food warmer and large pan if required. It was agreed that just the large pan was required. Cllr Brown offered to collect.

ACTION FOR CLERK – Inform the Saïd Business School that just the large pan is required.

ACTION FOR CLLR BROWN – Collect large pan from Saïd Business School (Clerk to arrange pick-up time).

52.25 It was agreed that another large pan would be required, and the Guides have usually supplied this. Clerk to contact the Guides to arrange.

ACTION FOR CLERK – Contact the Guides to arrange loan of a large pan.

53.25 Cllr Powles suggested that hot plates and extension cables would be required.

54.25 It was agreed that Cllr Brown would purchase the same amount of sausage rolls, mince pieces and mulled apple juice as last year, but less mulled wine. The Clerk will find last year's food shopping list and forward to Cllr Brown.

ACTION FOR CLERK – Forward food shopping list to Cllr Brown.

ACTION FOR CLLR BROWN – Purchase food a drink for the event.

55.25 It was agreed that the Clerk would check that the Christmas Tree lights are working.

ACTION FOR CLERK – Check that Christmas Tree lights are working.

56.25 It was agreed that the Clerk would check that the Carol sheets are in the cabinet at Playfield Road pavilion.

ACTION FOR CLERK – Check Carol sheets are in the cabinet at Playfield Road pavilion.

57.25 Cllr Brown agreed to check if the choir and KADs are available to sing.

ACTION FOR CLLR BROWN – Contact the choir and KADs.

58.25 It was agreed that the Clerk would check the street collection licences for both Carols Around the Tree and Santa Sleigh events.

ACTION FOR CLERK – Check charity street collection licences.

59.25 FATHER CHRISTMAS'S ANNUAL VISIT TO THE VILLAGE

60.25 It was agreed that the Clerk will send Cllr Powles the updated risk assessment and Council's insurance certificate.

ACTION FOR CLERK – Send Cllr Powles the updated risk assessment and Council's insurance certificate.

61.25 The Santa Sleigh will leave for the North side of Kennington at 5.30pm on Friday 12th December and the South side of Kennington at 5pm on Saturday 13th December.

62.25 It was agreed that the Clerk to update website with dates and times for Carols Around the Tree and Santa Sleigh events (including route maps for Santa Sleigh).

ACTION FOR CLERK – Update website.

63.25 A budget of £200 for gifts and wrapping paper was proposed by Cllr Powles and seconded by Cllr Smith and agreed by all. It was agreed that the task of purchasing presents and gift wrap would be delegated to Cllr Brown.

ACTION FOR CLLR BROWN – Purchase gifts and gift wrap.

64.25 ITEMS RAISED BY MEMBERS - None

65.25 MATTERS FOR FUTURE DISCUSSION

Official opening of the new Forest Side Play Area (spring 2026?)

66.25 DATE OF NEXT MEETING – To be confirmed

Meeting closed at 9:10pm

Signed **Dated**