**STURRY PARISH COUNCIL**

**EVENTS COMMITTEE MINUTES**

## Minutes of the Events Committee Meeting of Sturry Parish Council

## which took place on Wednesday 30th September 2026 at the Sturry Parish Offices

**Meeting opened at 6pm**

**28-26** **To note those, present and record any apologies:**

**PRESENT:** Cllr Kathleen Warner (Chair), Cllr John Hogben, Cllr Steve Birch, and Cllr Dil Rai.

**IN ATTENDANCE:** Matthew J. Bridger (Locum Clerk & RFO)

**APOLOGIES:** Cllr Chris Gartland (Work Commitments).

**RESOLVED:** that the reason for absence be accepted, in accordance with Section 85(1) of the Local Government Act 1972.

**29-26** **Notification of Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary Interest.**

There were no Declarations of Disclosable Pecuniary Interest (DPI), Other Significant Interest (OSI), or Voluntary Interest made.

**30-26** **To consider and adopt the Minutes of the Events Committee Meeting held on Monday 7th September 2026.**

**RESOLVED:** That the Minutes of the Events Committee meeting held on 7th September 2026 be approved as a true and correct record for signing by the Chair. (Proposed: Cllr S Birch, Seconded: Cllr J Hogben) Motion Carried unanimously.

**ACTION (Clerk):** Clerk to publish signed minutes on the website.

**31-26** **To receive and consider an updated breakdown of screen hire costings and operational options for the 2027 Cinema Event.**

This item was deferred without discussion and deferred to the next meeting.

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**Address:** 38 High Street, Sturry, Canterbury, Kent, CT2 0BD

**32-26 To receive updates, review quotations, and agree any actions for the 2026 Christmas Event.**

The Committee discussed operational details, attractions, stall bookings, and logistics for the 2026 Christmas Event:

**RESOLVED:**

1. That the hire of Teacups children's ride at a cost of £400.00 be approved. (Proposed: Cllr D Rai, Seconded: Cllr J Hogben) **Motion Carried unanimously.**
2. That the expenditure of approximately £1,200.00 for the event staging/platform be approved. (Proposed: Cllr J Hogben, Seconded: Cllr S Birch) **Motion Carried unanimously.**
3. That the hire of a Brass Band at a cost of £200.00 be approved.
4. That a total cap of 30 stallholders be implemented, charged at £15.00 per stall on a first-come, first-served basis, with stall dimensions restricted.
5. That bar runners are booked to provide drinks. (Proposed: Cllr S Birch, Seconded; Cllr D Rai) **Motion Carried unanimously.**
6. That councillors to find raffle prizes for the event.
7. That Locum Clerk to sell mulled wine and mince pies from Parish Office as Locum Clerk has a personal license. (Proposed: Cllr J Hogben, Seconded: Cllr S Birch) **Motion Carried unanimously.**

**ACTION (Clerk):**

- Coordinate arrival date for the Christmas tree with Cllr J Hogben.
- Book bar runners.
- Submit Temporary Event Notice (TEN) and road closure.

**ACTION (Cllr J Hogben):**

- Await formal costing/confirmation on Christmas tree supply and arrange installation.
- Schedule tree erection 2 weeks prior to event and removal post-Christmas.
- Forward food trader details (e.g., burger vans) to Ken.

**ACTION (All Councillors):**

- Source and collect raffle prizes for the event raffle.

**STURRY PARISH COUNCIL**

**EVENTS COMMITTEE MINUTES**

**32-26 To review the competition entries received and select the winning design for the 2026 Christmas Light Competition**

The Committee reviewed all submitted entries for the 2026 Christmas Light Design Competition. Following evaluation, members shortlisted the top three designs before selecting the final winning entry.

**RESOLVED:** Winner selected and will be announced at the Christmas Fayre. (Proposed: Cllr S Birch, Seconded: Cllr D Rai) **Motion Carried unanimously.**

**ACTION (Clerk):** Contact a specialist commercial lighting manufacturer to design, fabricate, and deliver a custom Christmas light based on the winning entry in time for the Christmas Event.

**34-26 Items for inclusion on the next agenda.**
2026 Christmas Event (Progress update, operational review, and outstanding actions)

**35-26 Date of next meeting.**
Monday 2nd November 2026, 6:00pm at the Sturry Parish Council Office.

**36-26 To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.**

**RESOLVED:** Noted that no items required the exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960.

**37-26 Close of Meeting.**
The meeting closed at 6:45pm.

**Signature:** Mrs K. Warner **Date:** 2.11.26

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