STURRY PARISH COUNCIL

EVENTS COMMITTEE MINUTES

Minutes of the Events Committee Meeting of Sturry Parish Council

which took place on Monday 7th September 2026 at the Sturry Parish Offices

Meeting opened at 7pm

17-26 **To note those, present and record any apologies:**

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

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

APOLOGIES: Cllr George Spence (personal reasons).

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

18-26 **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.

19-26 **To consider and adopt the Minutes of the Events Committee Meeting held on Monday 29th June 2026.**

RESOLVED: That the Minutes of the Events Committee meeting held on 29 June 2026 be approved as a true and correct record for signing by the Chair. (Proposed: Cllr C Gartland, Seconded: Cllr S Birch) **Motion Carried unanimously.**

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

20-26 **To consider the final costings for the Cinema Event held on Saturday 29th August 2026.**

The Committee reviewed the preliminary costings breakdown for the Cinema Event held on Saturday 29 August 2026:
Screen Hire: £2,295.00
Film Licences (x2): £318.00
Toilets (Estimated): £180.00 (Final invoice outstanding)

ACTION (Clerk): Follow up on the status of the £1,200 Kent County Council (KCC) Members' Grant application with KCC Cllr M Mulvihill and toilet invoice.

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21-26 **To discuss the outcomes of the Cinema Event, including benefits and drawbacks, and to agree whether the event should be repeated in the next municipal year.**
The Committee evaluated the event outcomes. Operational details and community feedback were discussed and compiled into a formal Committee Report for submission to Full Council.

RESOLVED: That it be recommended to Full Council that:

1. The Cinema Event be repeated in August 2027.
2. The Clerk to submit applications for grant funding to Kent County Council and Canterbury City Council to support event delivery.

Note of Thanks: The Committee formally recorded its thanks to Cllr C Gartland for organising the event, to KCC Cllr M Mulvihill for grant support, and to Alan (Caretaker) for operational setup.

22-26 **To confirm and agree the date of the Christmas Event.**
Members considered the operational timeline required for Safety Advisory Group (SAG) compliance (12-week advance notification).

RESOLVED: That the Parish Council Christmas Event be held on Saturday 29th November 2026. *(Proposed: Cllr K Warner, Seconded: Cllr C Gartland)* **Motion Carried unanimously.**

ACTION (Clerk): Submit Road Closure and Temporary Event Notice (TEN) applications to Kent County Council and Canterbury City Council immediately to meet statutory deadlines.

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23-26 **To discuss and agree arrangements for the Christmas Event**

The operational framework for the 2026 Christmas Event was considered:

RESOLVED:

1. That the Christmas Light Switch-On event run between 15:00 hrs and 17:00 hrs. *(Proposed: Cllr C Gartland, Seconded: Cllr S Birch)* **Motion Carried unanimously.**
2. That a 14-foot Christmas tree be procured and subsequently donated to the Pilgrims Hospice Tree Collection scheme post-event. *(Proposed: Cllr J Hogben, Seconded: Cllr S Birch)* **Motion Carried unanimously.**

- **ACTION (Clerk):**
  - Obtain quotations for medical/first aid cover (ambulance requirement).
  - Secure a quotation for a professional Santa hire.
  - Cost a children's Christmas Light Design Competition (including October half-term promotional timeline).

- **ACTION (Cllr J Hogben):** Pre-book the 14-foot Christmas tree and investigate children's attractions.

- **ACTION (Cllr C Gartland):** Investigate improved tree decorations.

24-26 **Items for inclusion on the next agenda.**

- Christmas Event 2026 (Road Closures, Tree and Decorations, Amusements, First Aid Cover)
- Cinema Screen Pricing Breakdown (2027 Event)

25-26 **Date of next meeting.**

Wednesday 30 September 2026, 6:00pm at the Sturry Parish Council Office.

26-26 **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.

27-26 **Close of Meeting.**

The meeting closed at 7:51pm.

Signature: Mrs K. Warner **Date:** 30-9-26

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