



DRAFT 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.

Also In Attendance: Matthew J. Bridger (Locum 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.

The Committee considered the minutes of the meeting held on 29 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 Gartland, **Seconded:** Cllr Birch) **Carried unanimously.**

Action: Clerk to publish signed minutes on the Parish Council website.

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

The Committee reviewed the costings breakdown for the Cinema Event held on Saturday 29 August 2026:

- **Screen Hire:** £2,295.00
- **Film Licences (x2):** £318.00
- **Toilets:** £180.00 (*Final invoice outstanding*)

It was noted that the final toilet hire invoice remained outstanding but would be approved by the Clerk under existing delegated financial authority upon receipt.

Action: Clerk to follow up on the status of the £1,200 Kent County Council (KCC) Members' Grant application with Kent County Council and chase invoice from Toilet Supplier.



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. Detailed operational matters and community feedback were compiled into a separate 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 Proper Officer 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 Gartland for organising the event, to KCC Cllr Mulvihill for grant support, and to Alan (Council Caretaker) for operational setup.

22-26 To confirm and agree the date of the Christmas Event.

Members noted the operational timeline required for Safety Advisory Group (SAG) compliance.

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

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

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 Gartland, **Seconded:** Cllr Birch) **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 Hogben, **Seconded:** Cllr Birch) **Carried unanimously.**
 - **Action:** Clerk to:
 1. Obtain quotations for medical/first aid cover (ambulance requirement).
 2. Secure a quotation for a professional Santa hire.
 3. Cost a children's Christmas Light Design Competition for full council.
 - **Action:** Cllr Hogben to pre-book the 14-foot Christmas tree and investigate children's attractions.
 - **Action:** Cllr Gartland to investigate improved tree decorations.



24-26 Items for inclusion on the next agenda.

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

25-26 Date of next meeting.

Wednesday 30 September 2026, 6:00pm at 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.

Not required as no items necessitated exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960 and sections 100 & 102 of the Local Government Act 1972.

27-26 Close of Meeting.

The meeting closed at 7:51pm.

Signature: _____ Date: _____