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.

Tel: 01227 710443
Email: clerk@sturry-pc.gov.uk
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.

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: _____ Date: _____

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