



Coxheath Parish Council

Minutes of an Events and Communications Committee Meeting held on
Thursday 23 October 2025 at 7pm.

Present: Cllr. N. Gardner (Chairman), D, Carpenter, K. Laponder and S. Thomas

In attendance: Louise Goldsmith (Locum Parish Clerk)

Rebecca Parnham, Lay Minister and Children & Families Worker, Holy Trinity Church, Coxheath

MINUTES

01/25 Election of a Chair

Cllr. Gardner was proposed by Cllr. Laponder and seconded by Cllr. Thomas.
Cllr. Gardner accepted the nomination and there were no other nominations.

Resolved: Cllr. Gardner was elected as Chairman following a unanimous vote.

02/25 Administration

Fire Exits, Fire Meeting Point, Mobile Phones.

Intention to Record the meeting: None.

03/25 Apologies for absence, Declarations and Dispensations

a) **Apology for absence:** All present.

b) **Declarations of Interest:**

Disclosable Interests: None received.

Other Significant Interests: None received.

Other Interests: None received.

c) **Requests for Dispensations:** None received.

04/25 Open Session:

It was agreed to lower standing orders during the meeting to enable Rebecca Parnham to comment on agenda items.

05/25 Events and Communication Committee Terms of Reference

At the suggestion of the Locum Clerk, it was agreed to review the terms of reference for the Events and Communication Committee as part of a proposed overall review of all the terms of reference for all Committees and working groups.

06/25 Events

a) **Remembrance Sunday**

It was noted that the service is due to take place at 10.45am on Sunday 9 November 2025. Cllr. Gardner will represent the Parish Council at the service. Cllr. Carpenter has ordered a wreath from the RBL at a cost of £19.99. It was noted that the scouts are assisting with the service. The Church will be organising the publicity.

b) **Christmas Lights**

Cllr. Gardner advised that Gala Lights will be erecting all of the lights and that the Parish Council is in the process of agreeing a contract.

Signed:

c) Christmas Tree

It was noted that Cllr. Carpenter has obtained a quote of £291.99 for a 15 foot Nordman Tree and delivery from the local supplier Kingswood trees. It was agreed to accept the quote and that the tree is delivered on Thursday 27 November to the green. Cllrs. Gardner and Thomas agreed to be on hand to erect it. The Locum Clerk was asked to arrange for the tree to be dismantled and disposed of in January.

d) Christmas Lights ‘Switch-On’

KCC has advised that the load testing for the lights on the lampposts needs to be renewed and this has been requested along with the licence. It was noted that the ‘switch-on’ of the Christmas Lights will take place on Sunday 7 December at 4.30pm and that the lights on the Christmas Tree will get switched on at 5pm. It was agreed that the beacon can be put on after the lights have been switched on. Rebecca Parnham advised that the Locum Clerk needs to obtain permission from the management company for the land that is used for the event. Two gazebos are required and Rebecca Parnham suggested that the Church may be able to provide both. The Parish Council is expected to provide mulled wine, soft drinks and mince pies. The Locum Clerk was asked to find out if the local branch of Tescos would be willing to donate these items. The Locum Clerk will purchase 200-300 thermal cups. Cllr. Gardner shared some quotes for the printing of the order of service on laminated card. It was agreed to print 250 double sided A4 copies of the order of service which can hopefully be used in future years. Rebecca Parnham has arranged for a local resident, Geoff Cooke, who is DBS checked to be Santa.

Cllr. Carpenter left the meeting.

e) Future Events

The following ideas were suggested for future events. It was agreed to discuss these further at the next meeting: Christmas/Easter Dinner for Elderly; Coxheath in Bloom Competition; Cinema night; Late summer event; Sponsored Walk with guides; Talent Show; Fireworks Night.

07/25

Social Media

a) Social Media Update

Cllr. Gardner and the Locum Clerk are now running the Facebook Page for the Parish Council. Cllr. Gardner reported that the number of followers has now increased to 500. Updates on local issues such as roadworks seem to be welcome. Cllr. Gardner reported that the visual appearance of both the Facebook page and website have been improved to hopefully make them more appealing to users.

b) Social Media and Communications Policy

The Locum Clerk advised that all policies are due to be reviewed. This item was therefore deferred.

c) Parish Council Surgeries

Cllr. Gardner advised that the Parish Council is keen to engage with parishioners and local organisations. The process has been started and it is intended to hold some surgeries next year. It is hoped that better engagement will encourage residents to come forward to be co-opted.

08/25

Confidential Items

There were none.

09/25

Date of Next Meeting: TBC and to be held quarterly

With no further business to transact the meeting closed at 8.37pm

Signed:

Date:

Signed: