

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING  
HELD ON TUESDAY 16 OCTOBER 2024 AT 7.30 PM  
IN THE COMMUNITY CENTRE**

**Present:** Cllrs R. Wingett - Chairman; R Cheesman; A-M Butler; P Fincham; J Tournay; N Clifford;  
Mrs T Irving – Clerk/RFO; 4 members of the public

Cllr Wingett gave a fire safety address.

**1. APOLOGIES FOR ABSENCE:** Cllr Gordon Newton -conflicting arrangement. Cllr Val Springett.

**2 NOTIFICATION OF INTENTION TO FILM/PHOTOGRAPH OR RECORD THE MEETING:** One member of the public and the Clerk for the purpose of minuting.

**3 DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS:** Cllrs R Cheesman – St Nicholas Church (Item 4 ).

**4 CHRISTMAS EVENT 07.12.24**

- Agree schedule for the event.  
Following the original confirmation from Greenfields Choir, further contact is awaited. The following may then need to be adjusted accordingly.

Bellringers to be requested to start the event at 4 pm.

Facepainting and balloon modelling will continue throughout the event.

At approx. 4.30 pm - subject to weather conditions - everyone will be invited to go outside to see the lights being switched on.

Refreshments to be made available on return to the hall.

‘Have a go’ session with the handbells, followed by another round of music by the bellringers.

It is understood that the hall is decorated pre-Christmas for all events.

Clerk to ask the DCA if they have a snow machine that DPC could be borrow? If not, proceed with the plan to purchase one (see minutes 05.03.2024, item 10).

- Entertainment (see above: Boxley Bellringers, Balloon Modeller, Face Painter, Choir – tbc).  
Lighting - Sparkx to be asked for an electrician to be available for the switch-on.

- Advertising Proposals i.e. Newsletter or Flyer/Facebook/Notice Boards?  
Cllr Wingett passed round a poster for consideration. It was agreed to display the poster electronically via Downswood Parish Council's website & Facebook. DIRG administrator also agreed to display. No newsletter or flyer will be required.
- Agree Purchase of Refreshments:  
The following items were proposed, seconded and **RESOLVED**:  
A budget in the region of £100 for refreshments (to include mulled wine, mince pies, biscuits, water, squash, etc). Leftover items to be donated to St Nicholas Church for distribution.  
Tablecloths will not be required, but a budget of £20 will be available.  
\*Sweets/Glow Sticks - A budget in the region of £20
- Father Christmas – Awaiting confirmation from a resident. If unavailable, Cllr Cheesman to make contact with last year's FC.

**Members were reminded that receipts are required for all purchases with, ideally, just PC items listed. Rewards cards must not be used.**

## **5 ITEMS FOR FUTURE FULL COUNCIL AGENDAS:**

Donations for local Food Bank (Cllr Fincham to make contact & determine requirements).

CPR Training for the community – Cllr Fincham is a National Trainer & will confirm details.

Please contact the Clerk if you have items that you wish to be considered.

A brief session with questions from members of the public followed.

The meeting closed at 8.29 pm

The next meeting of the Council will be held at 8pm on Tuesday, 5 November 2024.