

**MINUTES OF THE MEETING OF THE PROMOTION, COMMUNICATION AND EVENTS
COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD AT THE BEACON,
PORTWAY, ON MONDAY, 11 SEPTEMBER, 2017 AT 9.35 PM.**

Committee members present: Councillor B Mabbett (Chairman)
Councillors C S Dickson, J Goodman, Mrs M Gradwell,
Mrs J T Hannaby, K A Harris, C McCarthy,
Major J Sibbald and S Trinder

Others present: Councillor P O'Leary

Deputy Clerk: Mrs K Buckingham

Apologies for Absence

Apologies for absence were received from Councillor E C Goldsmith.

Declarations of Disclosable Pecuniary Interest

None.

To sign the minutes of the meeting held on 3 July 2017

The minutes were approved and signed.

11. Statements and Questions from the Public

None

12. Matters arising from the minutes

a) Scots Guards

There was no update on the Scot's Guards coming to an event at the town. Any update would be brought forward to future meetings.

b) Website upgrade

Limited feedback had been received on the website content. The website was set up, but now required the information to be uploaded and the page populated. Due to the time and resources necessary for this, Councillor Dickson had passed this back to the officers to consider resources. **Action: Clerk/Deputy Clerk**

c) Changing Places Initiative

Following the decision made to provide a Mobiloo at events across the town, it was agreed that one would be provided for the Dickensian Evening. This would be booked by the Deputy Clerk and the Dickensian Committee would be informed of needing to provide a place for the facility in their layout. **Action: Deputy Clerk/Dickson**

The new Leisure Centre proposal currently in the consultation period, had indicated a Changing Places facility would be provided.

d) Remembrance Day parade

The road closure would be organised by the Clerk. There would also be the silence in the square on the Saturday and the Wantage Silver Band would be asked whether they could provide a bugler for the event. **Action: Chairman**

It was requested that the Clerk liaise with Councillor Hannaby on the number of wreaths required. **Action: Clerk**

13. To note the feedback received for the Armed Forces Day Event and to consider the event for 2018

Discussion had taken place at previous meetings about holding an Armed Forces Day Event in 2018: this would be on Sunday 1 July 2018. A new Event Sub Committee would need to be formed and the following Councillors put themselves forward: Councillors Dickson, Goodman, Mrs Gradwell, Mrs Hannaby, Mabbett, McCarthy, Major Sibbald, and Trinder. The initial Sub Committee meeting would be for Councillors only and an invite would be sent to all Councillors. Potential meeting dates were 17 or 31 October and Councillor Mabbett would circulate the date shortly. **Action: Mabbett**

14. Consideration of Social Media Policy

The draft was considered. Under Responsibilities and Procedures, the word “interaction” was to be replaced with “moderating”. **Action: Deputy Clerk**

ON THE PROPOSITION of Councillor McCarthy
SECONDED by Councillor Goodman

IT WAS RESOLVED to take the policy forward to the Policy, Management & Finance Committee meeting.

15. Consideration of general promotion/media and staff resource

It was agreed that current resources be referred to the Staff Appraisal Working Group. This would be in relation to both current resource and workload and whether there was a need for further staff; potentially linked to communication. It was requested that the scope for such a role be considered based on current resources and a preliminary job specification be taken forward. **Action: Clerk/Deputy Clerk**

16. Arrangements for 2017 Volunteer’s Reception

The invites had mostly now been sent out for the Volunteer’s Reception. Agreement was reached on the final list with a few additional names.

In relation to the catering, quotes had been obtained from several companies which varied from approximately £7 per head up to £14 per head. It was agreed for the budget for the food be approximately £750 and for a similar amount of drinks to be ordered as with last year’s event. The type of food would be more of a standard finger buffet rather than the deli offering from last year and it was delegated to the Deputy Clerk, the Chairman and the Mayor to make a decision on the caterer. **Action: Deputy Clerk/Chairman/Trinder**

17. Other business

The Town Council Award for King Alfred’s Academy would be presented for the second time at the Awards Evening on 9 October. The school had been contacted for their recommendation for the student who would be receiving the award. Once the plaque had been returned, the Council would arrange for this to be engraved with the appropriate name ready for the Awards Evening. **Action: Deputy Clerk**

It was requested that a confidential item be added to the next agenda to discuss any awards that the Town Council would like to give going forward, which could potentially be given out at the Volunteers’ Reception in November. **Action: Deputy Clerk**

The meeting closed at 10.14 pm.

KB/AG