

**MINUTES OF THE MEETING OF THE PROMOTION, COMMUNICATION AND EVENTS
COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD AT THE BEACON,
PORTWAY, ON MONDAY, 23 OCTOBER, 2017 AT 9.15 PM.**

Committee members present: Councillor B Mabbett (Chairman)
Councillors C S Dickson, E C Goldsmith, J Goodman,
Mrs M Gradwell, K A Harris, C McCarthy and S Trinder.

Deputy Clerk: Mrs K Buckingham

Apologies for Absence

Apologies for absence were received from Councillors Mrs J T Hannaby, P O'Leary and Major J Sibbald.

Declarations of Disclosable Pecuniary Interest

None.

To sign the minutes of the meeting held on 11 September 2017

The minutes were approved and signed.

16. Statements and Questions from the Public

None

17. Matters arising from the minutes

a) Website upgrade and general promotional/media and staff resource

A job role had now been advertised for a Deputy Clerk - Communications which would cover promotion, media and the website upgrade. An update on this would be given in due course. **Action: Clerk**

b) Changing Places Initiative

It was noted that the Mobiloo had been booked for the Dickensian Evening and that the Dickensian Committee had included this within their layout for the evening.

c) Remembrance Day parade

The road closure had been organised by the Clerk and a bugler would be provided for the event. The wreaths had also been delivered.

d) Update on Event Sub Committee

The first meeting of the Sub Committee had now taken place and the Chairman for the event would be Councillor Goodman. A Terms of Reference had been put together for the Event Sub Committee (attached) and this was approved.

It had been agreed in the meeting that the Sub Committee for this event would be made up of councillors only and the military contact from the last Event Sub Committee. Any others would be by invite only and for certain meetings for particular items. More equipment could be provided by the military on Armed Forces Day itself, hence the event date would be Saturday 30 June rather than Sunday 1 July as previously discussed.

ON THE PROPOSITION of Councillor McCarthy
SECONDED by Councillor Mrs Gradwell

IT WAS RESOLVED to agree the Terms of Reference and the date of Saturday 30 June.

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Another Sub Committee meeting would take place early in the New Year and dates would be forwarded nearer to the time. **Action: Deputy Clerk**

(e) King Alfred's Academy Award Evening

This had now taken place and a Town Council Award had been given to one of the students for their community work over the year. Once the plaque was returned by KA's this would be engraved. **Action: Trinder**

(f) Arrangements for 2017 Volunteers' Reception

The catering had been booked through an external caterer and the drink and linen through The Beacon. The caterer would be providing finger food, sandwiches and cake at £7 per head and £564 had been set aside for drinks provision for the evening. Replies had been received from 73 people so far confirming attendance. The event appeared to be well within the budget. It was agreed to ask the Beacon whether they could open the bar for the evening.

Action: Deputy Clerk

18. Estimates for 2018/19

It was requested that the amount set aside for town flags be increased £2,000, that the Mobiloo budget be kept for the following year and that a budget be considered for the new member of staff as part of the committee to spend potentially on promotion. This could be rather than the "Other" line on the budget and was suggested as £5,000.

19. Other business

None.

Confidential item

ON THE PROPOSITION of the Chairman
IT WAS RESOLVED that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw.

20. Consideration of awards from the Town Council

ON THE PROPOSITION of the Chairman
IT WAS RESOLVED that the resolutions made in confidential session be adopted.

The meeting closed at 9.35 pm.

KB/AG