

**MINUTES OF THE MEETING OF THE PROMOTION, COMMUNICATION AND EVENTS
COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD AT THE BEACON,
PORTWAY, ON MONDAY, 26 MARCH 2018 AT 7.30 PM.**

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

Deputy Clerk Communications: Miss S Mckendrick

Apologies for Absence

Apologies for absence were received from Councillors E C Goldsmith, McCarthy, Mrs J E Nunn-Price, Major J Sibbald and S Trinder for his late arrival.

Declarations of Disclosable Pecuniary Interest

None.

To sign the minutes of the meeting held on 12 February 2018

The minutes were approved and signed.

26. Statements and Questions from the Public

None

27. Matters arising from the minutes

a) Update on Changing Places Initiative – usage data

It was agreed that a Mobiloo should be hired for the “What the Fest” event in July.

ON THE PROPOSITION of Councillor Goodman
SECONDED BY Councillor Mabbett.

IT WAS RESOLVED that the event would be the fourth event with a Mobiloo for this year as agreed in the budget. Usage data would be obtained from each event.

Councillor Trinder arrived.

b) Update on arrangements for Volunteers’ Reception for October 2018

The availability at the Beacon is on Friday 19 October. It was agreed to go ahead with this date. Catering quotes to be obtained, to be the same offering as last year to be reported back to the next meeting.

Action: Deputy Clerk Communications

c) Update on Town flags arrangements

The working party was to meet on Sunday 6 May at 10am to ensure all flags were in place for the Royal Wedding.

d) Update on advertising for volunteers to produce newsletter

A sign-up sheet was being held in the office and notices had been placed on noticeboards. The Deputy Clerk Communications was to report back to the next meeting with the response from residents regarding publication/distribution of a newsletter.

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e) Update on Commonwealth Day arrangements

The Commonwealth flag was raised on Commonwealth Day. It was agreed that in future the event should be referred to a meeting well in advance of the day, in order to ensure suitable arrangements could be made.

f) Protocol for marking the death of a senior figure

The Deputy Clerk Communications had met with the District Council's Emergency Planning Officer to discuss requirements. A draft protocol was to be circulated prior to the next meeting.

Action: Deputy Clerk Communications

g) Update on Royal Weddings 2018

Flags would be in place and a letter of congratulations sent, as agreed. It was agreed to contact the Chamber of Commerce to encourage local businesses to decorate shop fronts appropriately.

Action: Deputy Clerk Communications/Mayor

28. To consider the minutes of the Events Sub Committee meeting held on 20 February 2018 and verbal report on meeting held on 21 March 2018

The minutes were noted. The next meeting was to be held on 10 April 2018.

29. To review new Council website and consider what amendments and updates are required

It was noted that the new Wantage Town Council website was now live.

ON THE PROPOSITION of Councillor Mabbett
SECONDED BY Councillor Goodman

IT WAS RESOLVED that the events calendar would be populated with all Wantage Town Council meetings and events. Links for agendas to be included on calendar. Calendar to be situated on the home page. The Armed Forces Day to be headline on "events" page. Committee to be emailed when tasks were completed.

Action: Deputy Town Clerk Communications

ON THE PROPOSITION of Councillor Goodman
SECONDED BY Councillor Trinder

IT WAS RESOLVED that photos of Councillors used on the profile page should be in a standard form. Councillor Goodman agreed to obtain quotes from photographers.

Action: Goodman

30. To consider implications for the Council of the introduction of the General Data Protection Regulations (GDPR) on 25 May 2018

It was agreed that a list of policies/actions would be produced in order to comply with GDPR. This would then be recommended to the Policy, Management and Finance Committee for implementation.

Action: Deputy Clerk Communications

31. To consider the draft Communications Strategy

Councillor Mabbett and the Deputy Clerk Communications were thanked for the work in drafting the Communications Strategy. It was agreed that the next step would be to draft appendixes with an additional item on Implementation. This was to be considered at the next meeting.

Action: Deputy Clerk Communications/Mabbett

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32. To consider participation in the “Silent Soldiers” initiative

It was agreed that the local Royal British Legion should be contacted regarding the initiative, and in addition to advise that details of the initiative were difficult to find on the Royal British Legion website. **Action: Cllr Mrs Hannaby**

Ideas for memorial/remembrance for 100 years since end of World War I was to be referred to the next meeting. **Action: Deputy Clerk Communications**

33. 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.

34. Minutes of the meeting held on 12 February 2018 and consider matters arising

35. 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 9.16 pm.

SM/ME