

**MINUTES OF THE MEETING OF THE PROMOTION, COMMUNICATION AND EVENTS
COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD AT THE BEACON,
PORTWAY, ON MONDAY, 1 OCTOBER 2018 AT 7.30 PM.**

Committee members present: Councillors J A Goodman (Chairman), CS Dickson,
Mrs M Gradwell, Mrs J T Hannaby, K Harris, Major J Sibbald
and S Trinder.

Other councillors present: Councillors Mrs JE Nunn-Price and P O'Leary.

Town Clerk: W P Falkenau.

Apologies for Absence

Apologies for absence were received from Councillors EC Goldsmith, B Mabbett and C McCarthy. In the absence of Councillor Mabbett, the committee chairman, Councillor Goodman chaired the meeting.

Declarations of Disclosable Pecuniary Interest

None.

To sign the minutes of the meeting held on 23 July 2018

The minutes were approved and signed.

10. Statements and Questions from the Public

None

11. Matters arising from the minutes

a) Update on arrangements for Volunteers Reception for October 2018

All arrangements were in hand. Councillors were to wear their name badges. Councillors who do not possess name badges were to advise the Clerk so that they could be made.

Action: All

b) Update on protocol for marking the death of a senior figure

Details and prices for the condolence books provided by the recommended London supplier had been received. It was felt that this was extremely expensive for what was involved.

ON THE PROPOSITION of Councillor Major Sibbald

SECONDED BY Councillor Mrs Hannaby

IT WAS UNANIMOUSLY RESOLVED that two condolence books be purchased from John Lewis at a cost of £20 each.

Action: Clerk

c) Update on Council website

The photographs of Councillors had not yet been taken. It was agreed that these should be taken at the Council meeting the following week. The Clerk was to advise all Councillors of this.

Action: Clerk

The website currently only dealt with events that were related to the Town Council. It was agreed that events of community organisations and others should also be displayed on the website. Councillor Dickson agreed to act as a coordinator in preparing a brief for referral to the new Deputy Town Clerk. Councillors were to pass to him details of what they required to be displayed on the website.

Action: Dickson/All

d) Update on the draft Communications Strategy

Deferred. An updated strategy was to be referred to the next meeting. **Action: Mabbett**

e) Update on “Silent Soldiers” initiative

Most of the Silent Soldiers silhouettes had been installed. The Clerk was to prepare a risk assessment for the installation of the silhouette at The Beacon. **Action: Clerk**

f) Update on follow up re Armed Forces Day Event

The Clerk reported that no grant application had been made by the British Legion or the Town Council for a grant from the District Council.

12. To consider position of plaque on Memorial Park bandstand and arrangements for unveiling the plaque

The District Council was seeking guidance on where the Memorial Plaque should be located in the bandstand.

ON THE PROPOSITION of Councillor Dickson

SECONDED BY Councillor Major Sibbald

IT WAS RESOLVED that the plaque should be installed at a high level within the bandstand and that the plaque should not include the names of those that were killed in battle in the First World War. Councillor Dickson was to distribute details of the wording that was proposed to be on the plaque. **Action: Dickson**

It was agreed to consider arrangements for unveiling the plaque under the next item on the agenda.

13. Arrangements for Remembrance Sunday

It was felt that, if was possible, the opening of the bandstand and the unveiling of the plaque should take place on Remembrance Sunday 11 November. The normal programme on Remembrance Sunday was as follows:

9.00 am – Ceremony at Charlton Church

9.30am – Ceremony at Grove Airfield

10.40am - Gathering for parade at The Beacon car park

11am – Laying of wreaths at Parish Church

12 noon approx. – March back to The Beacon followed by visit to The Royal Oak public house.

It was agreed that instead of marching back to The Beacon car park the parade should go to the Memorial park for the unveiling of the plaque on the bandstand. After this the parade would disband. Councillor Major Sibbald agreed to refer this proposal to all participants involved in the parade. **Action: Major Sibbald**

The Silver Band was to be asked to play at the bandstand. When the arrangements had been confirmed, the unveiling event was to be registered on the national website. **Action: Clerk**

It had previously been suggested that refreshments be provided at The Beacon after the parade. It was agreed that this was no longer required and that the provision of tea or coffee at the Comrades Club be investigated. **Action: Clerk**

Councillor Major Sibbald was to confirm which dignitaries would be attending the parade and to propose who should be invited to unveil the plaque. **Action: Major Sibbald**

The wreaths to be laid on Remembrance Sunday were being held by Councillor Mrs Hannaby. Councillor Dickson advised that in the past he had to substitute the insets on the wreaths with the new logo. It was agreed that he should provide details of the logo required to the Clerk and a copy of the electronic image. **Action: Dickson**

14. Liaison with Oxfordshire County Council regarding emergency planning promotion

The Clerk had attended a briefing by Oxfordshire County Council that included communications concerning emergency planning. The County Council was seeking assistance in publicising services that were provided and the grants available. It was agreed that this was a matter to be referred to the Deputy Town Clerk. **Action: Clerk**

15. Other business

a) Purchase of flags

The Clerk reported that the Wyvern flags on the main flagpoles in the Market Place were in a poor condition. He sought confirmation that the Council still wished to use the Wyvern flag as the principal flag throughout the year. It was noted that flags that had a mesh were more durable. It was agreed that the Clerk should proceed to purchase new Wyvern flags with, if possible, mesh included. **Action: Clerk**

b) Market Place licensing

The Clerk had not yet applied for the Market Place licence. The application involved questions about the scope of the licence and the hours covered. He felt that guidance needed to be given on how the questions should be answered. It was agreed that the Chairman and Vice Chairman of the Committee should work with the Clerk to determine the answers to the questions. The Clerk was to distribute a copy of the application forms to all Councillors for their input. **Action: Clerk**

The meeting closed at 8.19 pm.

WPF/ME