

**MINUTES OF THE MEETING OF THE PROMOTION, COMMUNICATION AND EVENTS
COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD AT THE BEACON,
PORTWAY, ON MONDAY, 22 JULY 2019 AT 7.30 PM.**

Committee members present: Councillor Dr C Walters (Chairman)
Councillors O Curley, J A Goodman, Major J Sibbald, and
C Wills-Wright.

Deputy Town Clerk: M Davies.

Apologies for Absence

Apologies for absence were received from Councillors Gilhome and J E Nunn-Price.

Declarations of Disclosable Pecuniary Interest

None.

To sign the minutes of the meeting held on 17 June 2019

The minutes were approved and signed.

7. Statements and Questions from the Public

None.

8. Matters arising from the minutes

a) Update regarding Silver Band Concerts in the Market Place

The Clerk had been having ongoing discussions with the band regarding the event planned for the 15th September 2019. The Clerk was to apply for closure order. The Deputy Clerk was to contact the church to book as a poor weather alternative venue.

Action: Clerk / Deputy Clerk

It was noted that the Council owned gazebos were in a poor state of repair. Councillor Goodman and the Deputy Clerk were to audit current gazebos. Deputy Clerk to explore costs to replace.

Action: Goodman / Deputy Clerk

The committee discussed the Council purchasing tables and chairs for use at events. The Deputy Clerk was to get quotes for 40 foldable tables and 160 chairs. **Action: Deputy Clerk**

b) Update on Volunteers' Reception 2019.

Mayor to circulate guest list to Councillors for review. The Mayor is also creating name badges for Councillors to use during events.

Action: Town Mayor

The Deputy Clerk had received quotes for catering which were reviewed by the committee.

ON THE PROPOSITION of Councillor Goodman
SECONDED BY Councillor Wills-Wright

IT WAS RESOLVED to book Umami Delicatessen to provide a standard menu of food for one hundred attendees, and for The Beacon to provide drinks. **Action: Deputy Clerk**

c) Emergency planning arrangements.

The emergency plans created by Oxfordshire County Council were to be adopted by the Town Council.

Action: Clerk

d) Update on Market Place licensing.

Two members of the Town Council's staff will be undertaking training to secure personal licences on the 5th of August in order for one of them to take on the responsibility of the Designated Premises Supervisor (DPS). A vote of thanks was to be given to the past Town Mayor, Chris McCarthy, for continuing to be the DPS until a new DPS was appointed.

e) Wantage Town Guide publishing arrangements – review of purpose.

The Town guide was discussed. It was felt that it was not a good reflection of, and of limited value to, the town. The committee would like a town guide that reflects the town's history and inform of upcoming events. Alternative options were discussed by the committee, The Deputy Clerk was to ascertain timescales for the next issue of the town guide.

Action: Deputy Clerk

ON THE PROPOSITION of Councillor Major Sibbald
SECONDED BY Councillor Goodman

IT WAS RESOLVED that the Committee should investigate alternative options and that these be discussed at the next meeting.

Action: All

f) OVO Energy Tour follow up.

Photos had been uploaded to the Town Council's website gallery. A letter of thanks from the Mayor, along with letters from Charlton Primary School, were to be sent to the event organiser. The Deputy Clerk was to forward to the Mayor the event organiser's contact details.

Action: Deputy Clerk / Town Mayor

g) Update regarding relationship with the District Council's Economic Development Team and Love Wantage brand and website.

The Town Clerk had been in correspondence with the District Council's Economic Development Team. The Team had accepted a suggestion that its officers should attend a meeting of this committee. The Deputy Clerk was to settle the date and invite representatives of the Wantage Chamber of Commerce to also attend.

Action: Deputy Clerk

9. Communication strategy and review of approach to website and social media.

The Communication Strategy was discussed. It was felt that this was a high-level document and that a lower level strategy document was required.

Updates were discussed for the website, but there were some limitations as to what can be changed on the Council's website. The Town Mayor was to meet with the Deputy Clerk to see what changes were possible and for details of these to be referred to the next meeting.

Action: Deputy Clerk /Town Mayor

10. Protocol and procedure for marking the death of a senior figure.

Books of condolence had been purchased. The Town Mayor referred to protocols that other Councils had for such events.

ON THE PROPOSITION of Councillor Sibbald
SECONDED BY Councillor Dr Walters

IT WAS RESOLVED that the Town Mayor should draft a protocol for the death of a senior figure.

Action: Town Mayor

11. Town Centre Manager.

The Town Council Staffing sub-committee had met in the previous week. S106 funding stipulations were being investigated and a job specification developed.

12. Proposed purchase and flying of Pride flag.

It was felt that there was a need to purchase Pride flags so that, if requested, the Council could fly the flags in the Market Place.

ON THE PROPOSITION of Councillor Goodman
SECONDED BY Councillor Wills-Wright
IT WAS RESOLVED to purchase two Pride flags.

Action: Deputy Clerk

13. Other business.

Names of Councillors on Town Council Website.

It was noted that some other Councils display Councillors first names on websites. It was agreed that the first names of councillors be displayed on this Council's website.

Action: Deputy Clerk

'Meet Town Councillors' event.

The committee discussed hosting a meeting with the public, potentially on the VC forecourt. It was agreed to hold quarterly meetings with the first to take place on the 15th September 2019. Before proceeding with the event, it was agreed to ask the Town Clerk to provide guidance on protocols for such an event.

Action: Clerk

VE Day 75 event

The committee discussed holding an event marking the 75th anniversary of VE Day and the requirement of a sub committee to arrange such an event.

ON THE PROPOSITION of Councillor Sibbald
SECONDED BY Councillor Goodman
IT WAS RESOLVED that an event for VE Day 75 be arranged for the 8th May 2020.

Confidential Item

ON THE PROPOSITION of Councillor Wills-Wright
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.

14. Follow up regarding Pride in Wantage and other awards.

The Town Clerk was to set a date for the presentation to the outstanding recipient of the Pride in Wantage award.

Action: Clerk

It was suggested that recipients of Pride in Wantage, past Town Mayors, and people awarded Freedom of Wantage names be displayed on the Council's website. The Deputy Clerk was to draft webpages for the committee to approve.

Action: Deputy Clerk

The committee discussed having a plaque created for recipients of Pride in Wantage, and past Town Mayors to be displayed at a location to be decided. The Deputy Clerk was to seek quotes for plaques.

Action: Deputy Clerk

The meeting came out of confidential session.

The meeting closed at 9.10 pm.

MD/ME