

**MINUTES OF THE MEETING OF THE PROMOTION, COMMUNICATION AND EVENTS
COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD AT THE BEACON,
PORTWAY, ON MONDAY, 7 OCTOBER 2019 AT 7.55 PM**

Committee members present: Councillor C Wills-Wright (Vice-Chairman)
Councillors O Curley, T Gilhorne J A Goodman, J T Hannaby
J E Nunn-Price and Major J Sibbald.

Others present: Dr M Smans - District Council Economic Development Manager
(part)
K Roberts - District Council Economic Development Officer (part)

Two members of the public .

Clerk: WP Falkenau

Apologies for Absence

Apologies for absence were received from Councillors Crawford and Walters. In the absence of Councillor Walters, the Committee Chairman, Councillor Wills-Wright was chairman for the meeting.

Declarations of Disclosable Pecuniary Interest

None.

To sign the minutes of the meeting held on 22 July 2019

The minutes were approved and signed.

15. Statements and Questions from the Public

None.

16. Discussion with Dr Smans, District Council Economic Development Manager, concerning how the work of her team interrelates with the work of this committee and future management of Love Wantage brand and website.

Dr Smans reported that she was responsible for a team of six engaging with 15,500 businesses. Their work was concerned with four areas:

- Helping businesses deal with planning obligations
- Promoting skills training and development
- General support
- Infrastructure improvements and broadband

Ms Roberts reported on her work with regard to the visitor economy and tourism. She had established the Vale Tourism Group. She was encouraging cross promotion between the Vale towns. Each town had been enrolled as members of Tourism South East. She had provided new photographs for the Experience Oxfordshire website. She had produced leaflets promoting the Vale to visitors in English and French. She was working on a passport trail to encourage families to visit each town.

Ms Roberts was currently supporting the Love Wantage website and brand. It was noted that it had been agreed that responsibility for this be transferred to the Town Centre Manager role. Dr Smans agreed to confirm by email the transfer of the intellectual property rights from the District Council to the Town Council.

There was discussion about the 'pop up business school' sessions being organised by the District Council. These were held every day over a week in areas where there had been recent job losses. Different topics were covered on each day. The intention was to brief participants

how to set up their own businesses at no or low cost. The cost involved was £20k to £25k per week. The District Council would facilitate, if the Town Council wished to support one. Dr Smans agreed to make the website content available to the Council.

Dr Smans and Ms Roberts were thanked for their briefings and they left the meeting.

17. Matters arising from the minutes

a) Silver Band Concerts in the Market Place in 2020

The Band had proposed the following dates for 2020:

Sunday 24th May, 3pm

Sunday 28th June, 6pm

Sunday 26th July, 6pm

Sunday 23rd August, 6pm

Sunday 13th September, 3pm

It was agreed that the dates were acceptable, but there was uncertainty concerning the 6 pm start time. This could conflict with Evensong in the parish church. The Clerk was to inform the Band of these concerns. **Action: Clerk**

b) Audit of gazebos and cost to replace

The Council currently had two useable gazebos but they were not in a good condition and were not durable. Six gazebos had been originally purchased for lending to prospective traders, but this initiative had not been a success. The gazebos were now generally used for community events.

ON THE PROPOSITION of Councillor Major Sibbald

SECONDED BY Councillor Nunn-Price

IT WAS RESOLVED that the Clerk should investigate the purchase of two more durable gazebos and obtain competitive quotes for these. **Action: Clerk**

c) Quotes for foldable seats and tables

At the previous meeting there had been a request to get quotes for 40 foldable tables and 160 chairs. The Clerk had investigated. He advised that the nature and quality of such items can vary, but that it looked like for suitable tables a cost of £40 per table was the likely and for a chair £25. At this price, the total cost would be in the region of £5,600. There was a major issue concerning storage. The Town Council does not have any space where this quantity of furniture could be stored.

It was agreed that the Clerk should investigate further three options – hiring furniture when needed, establishing a shared use with a community organisation with storage and the full costs with storage of buying. He was to report back to the next meeting. **Action: Clerk**

d) Arrangements for Volunteers' Reception on 21 February 2020

The October reception had been postponed to avoid conflict with a similar event in Grove. The Mayor was to circulate the guest list to Councillors for review. He was planning to distribute invitations by the end of November. **Action: Sibbald**

The caterers selected for the October reception were to be used for the February reception.

e) Wantage Town Guide publishing arrangements – review of options

Local Authority Publishing have been making swift progress with production of the 2020 Guide. A request had been made for the Town Council to update text by 28 October. There was no restriction on the Town Council's content. The publication provided the opportunity to provide information for most properties in the OX12 post code.

ON THE PROPOSITION of Councillor Hannaby

SECONDED BY Councillor Wills-Wright

IT WAS RESOLVED to provide content for the 2020 guide and to defer consideration of options.

Action: Clerk

f) Communication strategy and review of approach to website and social media.

The Town Mayor had yet to meet with the Clerk to see what changes were possible.

Action: Clerk /Town Mayor

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

The Town Mayor was writing up instructions to be followed.

Action: Town Mayor

h) Purchase and flying of Pride flag.

A flag had been donated to the Council. The Clerk was to purchase another one. He was also to ascertain on what dates the flags should be flown.

Action: Clerk

i) "Meet Town Councillors" Event.

The event proposed for 15 September had not proceeded. It was agreed to defer the first event until the Spring.

j) VE 75 Event.

It was agreed that an event should be organised for Friday 8 May 2020, a public holiday. There would be a need to set a budget. It was agreed that this should be a major event instead of Armed Forces Day. Armed Forces Day would be recognised in a more modest way. It was agreed to establish a sub-committee to progress arrangements. Councillors Goodman, Hannaby, Sibbald and Wills-Wright agreed to be members.

k) Follow up regarding Pride in Wantage and other awards.

A date had been set for the presentation of the Pride in Wantage Award to the outstanding recipient. The Town Mayor hoped to present the Freedom certificate to Canon Turbitt in November. Details of recipients of Pride in Wantage awards, past town mayors, and recipients of Freedom of Wantage had yet to be displayed on the Council's website. The Clerk was to seek quotes for plaques on which to display the names.

Action: Clerk

18. To consider holding a town open meeting.

It was noted that the Annual Town Electorate meeting was an open meeting that the Council was obliged to hold each year. The next meeting was scheduled for Monday 6 April 2020. Attendance by the public at the Town Electorate meetings was generally poor. It was agreed to look at ways of attracting more members of the electorate to the Electorate meeting.

19. Briefing by Town Mayor on prospective events in 2020.

The Town Mayor advised that the following were planned for 2020:

- Burns' Night Dinner – 25 January
- Volunteers' Reception – 21 February
- Freedom event – 21 March
- VE 75 Day – 8 May

It was noted that May 2020 was the centenary of the Manor Road Memorial Park. It was agreed the VE75 Day should be held in the Park, possibly as a joint recognition of the centenary.

It was also reported that with regard to this Christmas the following were planned:

- Friday 6 December – Dickensian Evening
- Wednesday 11 December – Mayor's Carols in parish church
- Tuesday 24 December – Christmas Eve Carols on Market Square

It was agreed that a festival events calendar should be prepared for distribution to councillors.

Action: Clerk

20. Other business.

The meeting closed at 8.59 pm.
