

**MINUTES OF THE MEETING OF THE PROMOTION, COMMUNICATION AND EVENTS  
COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD AT THE BEACON,  
PORTWAY, ON MONDAY, 18 NOVEMBER 2019 AT 7.30 PM.**

Committee members present: Councillors C H Wills-Wright (Vice-Chairman)  
A Crawford, O C Curley, T Gilhome, J T Hannaby, J E Nunn-Price  
(part) and Major J Sibbald.

Town Clerk: W P Falkenau.

**Apologies for Absence**

Apologies for absence were received from Councillors J Goodman and Dr C Walters.

**Declarations of Disclosable Pecuniary Interest**

None.

**To sign the minutes of the meeting held on 7 October 2019**

The minutes were approved and signed.

**21. Statements and Questions from the Public**

None

**22. Matters arising from the minutes**

a) Silver Band Concerts in the Market Place in Summer 2020

The Clerk had advised the bandmaster about concerns that a 6pm start could conflict with Evensong. The bandmaster had not yet responded.

b) Gazebos

The Clerk had not yet sought a quote for new gazebos.

c) Foldable seats and tables

The Clerk had not yet investigated the three options. He advised that he was investigating whether the room adjacent to the Council's offices could be rented from the District Council for use by the Town Centre Manager. This could also provide storage for the furniture. It was suggested that a better option might be to see if the section of building adjacent to the Council's storage shed, behind The Beacon, and currently used by the Diving Club, could be made available. The Clerk was to enquire. **Action: Clerk**

The possibility of clearing space in the Council's own storage shed by getting rid of some of the items being stored, was also being investigated.

d) Arrangements for Volunteers' Reception on 21 February 2020

The Town Mayor was aiming to settle the invitation list by the end of the month so that invitations would be sent out by early December. There was discussion about whether it was necessary for the bar to be open on the evening. It was agreed that for the coming event it should be.

e) Wantage Town Guide 2020

The Clerk and Town Mayor had given input to the publishers. A proof of the Guide was awaited.

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

The Clerk and the Town Mayor had not yet been able to progress this.

**Action: Clerk/Sibbald**

There was discussion about what methods should be adopted to bring information to the attention of the public. It was agreed that the cost and location for a large LED display board be investigated. The Clerk was to ascertain the cost.

**Action: Clerk**

Following discussion, it was also agreed that consideration be given to distributing by Royal Mail some form of newsletter on a quarterly basis to all residents within Wantage. It was agreed to aim for this distribution in March 2020. A small working group was to be formed to progress this.

**Action: Wills-Wright**

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

The Town Mayor had prepared a chart detailing what needed to be done in the event of a death, and who was responsible. He advised that there were a number of issues to be sorted before it was ready for publication.

**Action: Sibbald**

h) VE Day 75 event

The Town Mayor had engaged with other local parish councils with a view to liaising and coordinating what events might occur over the long weekend. The nature of events would be in the form of celebration, commemoration and remembrance. He was to contact the Silver Band to ascertain its availability over the weekend.

**Action: Sibbald**

At the previous meeting it had been agreed that a sub-committee be formed to progress this. A meeting of the sub-committee was to be called.

**Action: Sibbald**

There was discussion concerning the value of the Love Wantage brand and whether it was required. It was felt that this was something that a Town Centre Manager should give a view on. There was also discussion about the proliferation of different websites seeking to engage with the Wantage community. There was a need to consider the role of the wantage.com website and whether its ability to record events could be promoted more widely. The Clerk and the Town Mayor were to engage with Mr Hill, the owner of the website to discuss this.

**Action: Clerk/Sibbald**

i) Follow up regarding Pride in Wantage and other awards

The Freedom scroll had not yet been presented to Canon Turbitt. The Clerk had not yet sought quotes for the provision of plaques.

**Action: Clerk**

j) Festive season events calendar

The Clerk had prepared a draft which was distributed to the Committee.

In the past the Silver Band, accompanied by the Town Mayor, had visited various care homes on Christmas Day morning. The Town Mayor agreed to consider what visits, if any, should take place on Christmas Day morning and update the calendar.

**Action: Sibbald**

**23. Estimates 2020/2021**

The Estimates per the attached sheet were agreed.

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There was discussion about the provision of Mobiloo for town events. Councillor Hannaby had been investigating, in her role as District Council cabinet member, whether a Changing Places facility could be provided at the Portway car park public toilets. If this could be achieved the need for the attendance of Mobiloo would disappear. Given the cost involved of hiring a Mobiloo it was possible that a contribution from the Town Council to the District Council for the provision for the facility, could be considered. Councillor Hannaby was awaiting quotes. **Action: Hannaby**

Councillor Nunn-Price left the meeting.

**24. Other business**

Freedom of Wantage event – 21 March 2020

The Town Mayor gave an update on the arrangements being made. It was agreed that a civic visit from Seesen should be arranged between 19 and 23 March. **Action: Sibbald**

The meeting closed at 9.00 pm.

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WPF/ME

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**PROMOTION, COMMUNICATION AND EVENTS COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES**

	2019/2020 Actual YTD £	2019/2020 Budget £	2019/2020 Forecast £	2020/2021 Estimate £
<b>INCOME</b>				
Armed Forces Day	-	-	-	-
<b>EXPENSES</b>				
<b>PC&amp;E:</b>				
Alfred's Day	-	-	-	-
Armed Forces Day/Events		10,000	-	10,000
Town Freedom event		-	10,000	
Town Flags	927	2,000	927	1,500
Mobiloo	395	1,440	790	2,000
Volunteers' Reception	-	1,500	1,500	1,500
Awards	-	500	-	-
Promotion/websites	650	5,500	-	5,650
Other	1,223	500	1,223	500
<b>TOTAL PC&amp;E</b>	<b>3,195</b>	<b>21,440</b>	<b>14,440</b>	<b>21,150</b>
<b>TOTAL EXPENDITURE PC&amp;E</b>	<b>3,195</b>	<b>21,440</b>	<b>14,440</b>	<b>21,150</b>