

**MINUTES OF THE VIRTUAL MEETING OF THE PROMOTION, COMMUNICATION  
AND EVENTS COMMITTEE OF WANTAGE TOWN COUNCIL HELD ONLINE USING  
ZOOM ON MONDAY, 16 NOVEMBER 2020 AT 7.30 P.M**

Committee members present: Councillor C Wills-Wright (Chairman)  
Councillors A Crawford (part), T Gilhome, J T Hannaby and  
Major J Sibbald

Others present: Councillors A Dunford and P O’Leary (part)  
One member of the public

Town Centre Manager (TCM): A Yates  
Town Project Coordinator (TPC): J Mitchell  
Town Clerk: W P Falkenau.

**Apologies for Absence**

Apologies for absence were received from Councillors O Curley, J Goodman and C Walters.  
Councillor Crawford had given apologies for late arrival.

**Declarations of Disclosable Pecuniary Interest**

None.

**To approve the minutes of the meeting held on 5 October 2020**

13 b) Large LED display board. It was noted that “King’s Wharf” should be “King’s Walk”.  
The minutes, as amended, were approved.

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

None

**17. Matters arising from the minutes**

a) Purchase of chairs

These had been purchased.

b) Large LED display board

Councillor Gilhome had obtained more details and he agreed to distribute these to all  
councillors. **Action: Gilhome**

c) Plaque to record Pride in Wantage recipients

The Clerk had not yet sought quotes for the provision of a plaque. He advised that this action  
would remain in hand until The Beacon re-opened.

d) Update re provision of Changing Places facility in town centre

The property officer at the District Council had indicated that discussions concerning the  
provision of a Changing Places facility in the toilet block in the Portway car park could  
proceed within the coming week. **Action: Clerk**

The toilet block was currently closed due to sewage disposal issues and the cleaning contract  
ending.

e) Freedom of Wantage arrangements

An event in March or May was a possibility.

f) Revamping of Town Council's website

Councillor Sibbald had been actively working to update the website and there had been a significant improvement.

g) Love Wantage brand, website and relationship with Wantage.com and Town Council website.

Good progress was being made in engaging with the public through the Love Wantage website and social media. Progress was being made in how the wantage.com, love wantage and town council websites were working together.

The TCM asked for consideration to be given to purchasing more Love Wantage shopping bags. She was frequently being asked by the members of the public where these could be acquired? It was agreed that quotes be sought. **Action: TCM**

h) Artisan Christmas markets

It was uncertain whether the changes of Covid-19 lockdown would permit the markets to proceed after 2 December. It was agreed to proceed on the basis that they will go ahead on the proviso that everyone was made aware that there was a risk that they could be cancelled. There would be a need to closely liaise with the District Council regarding the Covid-19 rules that might apply at the time. **Action: TCM**

**18. To consider whether to continue with the Local Authority Publishing Town Guide**

It had been questioned, just before the publication of this year's issue, whether the Town Council should continue to associate itself with this publication. It was posted to all properties in Wantage and Grove. The Town Council is given a fairly free say on its editorial content and receives a thousand free copies for distribution as it wishes. There is no direct cost to the council.

The committee agreed that the guide was a useful communication tool and support for it should continue. For the future there was a need to consider how the content of the guide could complement the content of the newsletters.

Councillors Crawford and O'Leary joined the meeting.

**19. Arrangements for reporting on the outcome of the "COVID-19 Safer Public Spaces Proposal" survey**

Further work was required to provide a full report suitable for publication. The Chairman agreed to draft a brief statement to inform the public on the current status.

**Action: Wills-Wright**

**20. Newsletter - October newsletter. Arrangements and content for December newsletter**

The Clerk advised that, although there had been issues concerning distribution, the overall newsletter publication process had been successful. Lessons had been learnt that would help to overcome some of the distribution issues. He recommended continuing to use Newsquest for the distribution, supplemented by distribution by council staff to properties not covered.

It was noted that problems were being experienced locally with Royal Mail distribution. It was agreed that the Clerk should write to Royal Mail asking for an explanation.

**Action: Clerk**

The distributors were not delivering to properties that indicated “no junk mail”. It was felt that the Council’s newsletter should not be regarded as junk mail and the distributors be asked to deliver to these properties. The newsletters were also to be placed in supermarkets and other retail outlets where the public can pick them up. **Action: Clerk**

It was agreed to proceed with the publication of a newsletter in December. Topics to be covered were:

- Christmas message from the Town Mayor
- Update on civil parking enforcement
- Update re outcome of "COVID-19 Safer Public Spaces Proposal" survey
- Neighbourhood Plan
- Climate Emergency Sub-committee update
- Newbury Patient Group item
- Hospital news
- Arrangements for free school meals over the Christmas holidays

The aim was to distribute the newsletter in the third week in December.

It was agreed that details of the twin towns should be included in the newsletter header. **Action: Clerk**

**21. Estimates 2021/2022.**

The estimates worksheet was considered. It was agreed that expenditure on websites should be separated from newsletters. The number of newsletters were to be increased from four to five. An extra £10k was to be included in Events to cover activities that might be forthcoming when the pandemic is over.

The S106 contribution due in 2020/21 from Crab Hill for the Town Centre Manager costs had been shown as put back to 2021/22, as requested by the developer. The Clerk was to check with the District Council whether this had been agreed. **Action: Clerk**

It was agreed that a budget of £5k be put in for sundry expenditure to be incurred by the Town Centre Manager.

**22. Other business.**

None.

The meeting closed at 8.52 pm.

-----