

**MINUTES OF THE MEETING OF THE PROMOTION, COMMUNICATION AND EVENTS
COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD AT THE BEACON,
PORTWAY, ON MONDAY, 7 FEBRUARY 2022 AT 7.30 PM**

Committee members present: Councillor C Wills-Wright (Chairman)
Councillors A Crawford, A Dunford, and J Sibbald

Others present:

Town Centre Manager (TCM)	A Yates
Town Project Coordinator (TPC)	J Mitchell
Deputy Clerk	S Sanders

Apologies for Absence

Apologies were received from Councillors T Gilhome and J T Hannaby

Declaration of Disclosable Pecuniary Interest

None

To sign the minutes of the meeting held on 15 November 2021

The minutes were approved and signed.

18. Statements and questions from the public

None

19. Matters arising from the minutes

a) Update on plaque to record Pride in Wantage recipients

It was agreed to display the recipients on a framed paper document that could be updated annually. The Beacon management team had confirmed that the frame could be hung on the wall on the ground floor of The Beacon. **Action: Deputy Clerk**

b) Update on provision of the Changing Places facility in town centre

There was no update regarding the District Council's £100k grant application to the government to fund the facility.

c) Update on Love Wantage brand

The final roundels had not yet been installed. The TCM was waiting for warmer weather to ensure the roundels adhere properly. **Action: TCM**

d) Update on Development of a Communication Strategy

The draft document had been circulated to members of the committee who were invited to make comments/suggestions. **Action: ALL**

20. Feedback from informal online Events Sub-Committee Meeting held on 13 January 2022

The TCM gave a verbal update of the meeting which included content for the newsletter, the Big Jubilee Lunch and the ETRO (Experimental Traffic Regulation Order) at the western end of the Market Place.

21. Events Plan 2022

a) HMS Queen Elizabeth Freedom event (July 2022)

A date had not yet been agreed.

b) Queen's Platinum Jubilee – The Big Jubilee Lunch Sunday 5 June 2022

A budget of £11k had been agreed for the event.

The following had been booked: Five live acts, small fair rides (including an operator), a curtain sided lorry (to be used as a stage). food stalls, and a licenced bar.

It was agreed that biodegradable or reusable bunting (red, white and blue) should be sourced and be used to decorate the market square car park, using the canopy poles, and around the buildings in the market place. It was hoped that this would be in place by 15 May 2022 in preparation for the first artisan market and to allow time for any problems encountered.

All other decorations, tablecloths handheld flags etc should also be biodegradable or reusable. Costs were being put together. It was suggested that a local community resource could be approached and invited to make the bunting. **Action: TCM/Sibbald**

The TCM and TPC had met with Stephen Dexter, representative of Grove Rugby Club, to review arrangements of the Grove Extravaganza to be held on 4 June 2022 and to ensure there would not be too much overlap of activities. They had agreed to work together to share resources, contacts and support each other with advertising of the two events.

Councillor Dunford to check if the Climate Emergency Group would like a stall at the Grove Extravaganza. **Action: Dunford**

The TCM had agreed to be the event organiser and the TPC would be the event assistant. Councillor Crawford agreed to be the PR spokesperson. There were a couple of other roles to be filled. It was agreed that the TCM would ask councillors if they were able to assist with these and any other tasks leading up to and on the day of the event. **Action: TCM**

The Council own six foldable tables and several chairs. It was agreed to purchase additional tables and chairs.

ON THE PROPOSITION of Councillor Crawford
SECONDED by Councillor Dunford

IT WAS RESOLVED to order 10 foldable tables and 20 benches from Haynes of Challow at a cost of £550. **Action: Deputy Clerk**

It was agreed that there would be a programme for the event and that people/organisations contributing to the event would be mentioned in it.

It was thought that various youth organisations may wish to be involved in helping with the event on the day. Councillor Sibbald would make contact to gauge interest. **Action: Sibbald**

It was agreed that polo shirts with the official Platinum Jubilee logo and 'Crew' on the back would be sourced. **Action: TCM**

c) Carnival & Armed Forces Day 26 June 2022

There was no update.

d) Electric Vehicle Show

The event was to take place on Saturday 23 April 2022 at the Kingsgrove development. Councillor Dunford was to find out if the Climate Emergency Group/Sustainable Wantage would like a stall at the event and if they could bring the electric bike that was funded by

Wantage Town Council. It was hoped that electric charging points would be installed at the Kingsgrove development in time for the event. Local car dealers would be invited to show electric vehicles and installers of charging points would be invited too. **Action: Dunford**

e) Volunteers' Reception

Invitations had been sent out and some RSVPs had been received.

f) Others

The French market was to attend on Monday 18 July and Monday 31 October 2022. The Italian market was no longer in existence and therefore would not attend in the future.

22. PA System

Two quotations had been received for a transportable, cabled PA system. It was agreed that a further quote should be sought. **Action: TPC**

23. App including QR Codes

It had been suggested that an App suitable for IOS and Android should be investigated.

Action: Sibbald

24. Town Crest

It had been suggested that Wantage Town Council should investigate the possibility of designing an accredited crest. **Action: Sibbald**

25. Transparency Code

The Code of Recommended Practice for Local Authorities on Data Transparency recommends that parish councils who have a gross income or expenditure of at least £200,000 publish 'Public Data'. This information would be made available on the Town Council's website. **Action: Clerk**

26. Flags for the town centre and surrounding streets

It was noted there were 60 flag holders on buildings, but only a few located in the market place. The TCM was to approach businesses to find suitable positions and obtain permission from the property owners to install flag holders and flags. **Action: TCM**

It was agreed that Councillor Sibbald and the Deputy Clerk would source suitable flags and poles that would be durable and long lasting. **Action: Sibbald/Deputy Clerk**

27. Newsletter

The newsletter was due to be distributed on 21 February to Wantage residents. Copies were to be available at various locations in Grove and Wantage. The deadline for articles for inclusion in the next newsletter is 1 May 2022.

28. Other Business

None.

The meeting closed at 9.35pm
