

Wantage Town Council

Promotion, Communication and Events briefing – Prepared by S Sanders Deputy Town Clerk

1. Plaque to record Pride in Wantage recipients

The document had not yet been produced.

2. Update on provision of Changing Places Facility in town centre

The District Council had not yet received any update regarding the grant application they had submitted to the government's funding scheme.

3. Update of development of a communication strategy

There had been some comments received on the draft document, these would be added to the communication strategy. – This will be presented to the council on 28th March for comments.

4. HMS Queen Elizabeth Freedom event (July 2022)

It was unlikely that the event would take place in July. It was agreed to remove this item from the agenda. Councillor Sibbald would update when a new date could be considered.

5. Queen's Platinum Jubilee – Big Lunch Sunday 5 June 2022

Proposed budget attached. It was agreed that it would be a better option for JT Productions to provide the stage for the event. The advantage of using JT Productions, rather than using a curtain sided lorry, is that as well as providing the stage they will also provide the PA system, the insurance cover and they would also manage the change-over of the acts and the responsibility of the health and safety. This would free up time for the event organisers. The total cost would be £3500.

6. Carnival Armed Forces Day 26 June 2022

There was no update. No communication had been received from Councillor Sibbald's contact – he was currently away.

7. Electric Vehicle Show 23 April 2022 – Kingsgrove Development

Councillors Sibbald and Wills-Wright had attended a recent meeting with St Modwen to discuss and plan the event. A further meeting is being held 28 March 2022. The event is being held from 10am – 3pm. Six vendors, an e-bike and Sustainable Wantage will attend. The pop-up café will be open for refreshments.

8. PA System

Three quotes for a suitable PA System had been sought. It was felt that the system, demonstrated to the Town Project Co-ordinator by PMT would be adequate for the needs of the Council. The cost is £1949.35 (ex VAT) but did not include covers which would be an additional £200 (approx.) The system would be adequate to be used at the Memorial Park. Authorisation required at Council meeting 28 March.

9. App including QR Codes

This would be included in the Communication Strategy and then researched further.

10. Town Crest

The cost involved in the design and creation of a crest, built to specification by the College of Arms was likely to be around £9k. It was felt that the timing to consider this was inappropriate and it will be re-visited in the future.

11. Transparency Code

The Clerk was working on the data required for the Transparency Code. This would be discussed at the Council meeting 28/3/22.

12. Flags for the town centre and surrounding streets

The Deputy Clerk was waiting for measurements of the existing flag holders to enable further research into suitable poles that would be more robust. It was suggested that the decision could be delegated to the chairman of the committees to ensure that the flags could be installed before the Queen's Platinum Jubilee Big Lunch, once the details were known.

13. Newsletter

Most of the newsletters have been delivered but there had been some concerns about some newsletters being posted through letter boxes in bundles as well as some being posted in a Royal Mail post box. Wantage Town Football Club, who had been responsible for the delivery were going to investigate. There had been lots of information included in the recent edition and there had been some good feedback received.

Inclusions for the next issue should be received by the Town Project Co-ordinator by 1 May. The newsletter will go to print on 14 May and be ready for distribution w/c 23 May 2022.

It was suggested to include the following information in the newsletter:

- a) Summary of grants given by Wantage Town Council
- b) Crab Hill – Funds available for infrastructure from S106 and the organisations that will benefit.
- c) Council spend
- d) Tree planting at Kingsgrove

14. Wantage Town Magazine

There was no cost associated with inclusions for the magazine. It was felt that information relating to events could be published (Dates for your Diary).

Sheryl Sanders - Deputy Town Clerk

22/3/22

The Big Jubilee Lunch Budget £15K

	£ (if lorry used as stage)	£ (if JT Productions provide stage etc)
Vintage Sweethearts	270	270
Wantage Silver Band	500	500
Free for All	140	140
Rock Choir	50	50
American Dance School	200	200
Little Green Shed	200	200
Twistopher & ? (Balloon Modellir	640	640
Children's Swing Boats	600	600
Children's Carousel	700	700
Strike It	300	300
Fairy Tale Face Painting	450	450
Stage	200	or 3500
		Stage, PA system, crew (minus steps as would not need these)
Hire of steps to lorry	73	
PA Hire,	1493.25	
Bunting	2250	2250
Cherry Picker	900 Guestimate	900
Ben & James - CDC	0	
Table Cloths	216.45	216.45
Hand Held Flags	500 Guestimate	500
Stewards for Road Closure	1000	1000
Maintenance (putting poles up)	200 Guestimate	200
Advertising	400 Guestimate	400
Mobiloo	500	500
	11782.7	13,516.45
Contingency	10%	10%
	12,960.97	14,868.10