

**MINUTES OF THE MEETING OF THE PROMOTION, COMMUNICATION AND EVENTS
COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD AT THE BEACON,
PORTWAY, ON MONDAY, 21 NOVEMBER 2022, AT 7.30PM**

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

Others present: Mark Foster, Property Assets Manager, District Council
Anne Richardson, Community Development Officer, District
Council

Town Centre Manager (TCM) A Yates
Town Project Coordinator (TPC) J Mitchell

Deputy Clerk S Sanders

Apologies for Absence

Apologies had been received from Councillors A Dunford and J Sibbald.

Declaration of disclosable pecuniary interests, other registerable interests and non-registerable interests.

Councillor Crawford declared an other registerable interest in item 17 as a District Councillor.

To sign the minutes of the meeting held on 25 July 2022 and to receive the briefing presented on 10 October 2022.

The minutes were approved and signed.

Statements and questions from the public

None

17. To receive a progress review from the District Council about The Beacon operation.

Mark Foster, Property Assets Manager, gave a verbal update about the work that was being carried out by Bryn Jones Associates, who have been appointed to review the business operation of The Beacon. A report was due by the end of the year. He agreed to let the Council know when the report has been received and would arrange a meeting with various interested parties, including Wantage Town Council, to discuss it, and actions/plans that may ensue.

The lift that had been out of operation for some time was now working. It had been acknowledged that the wi-fi around the building was insufficient and would be rectified. The kitchen facilities would be brought back up to standard that would mean it could be operational.

Committee members at the meeting took the opportunity to clarify and make various points. Mark Foster noted that there had been lack of engagement with local District Councillors and that it would be beneficial for the local community to be consulted.

18. To receive a briefing from the District Council's Community Development Officer (Kingsgrove) about creating links between new and existing communities

Anne Richardson, Community Development Officer, gave a verbal briefing about her new role which was funded by S106 money from the Kingsgrove (Wantage) and Wellington Gate (Grove) developer contributions. She explained that her role involved working with residents of the developments, linking them together, and organising and promoting events.

Anne Richardson and Mark Foster were thanked for attending the meeting and left.

19. Matters arising from the minutes

a) Update on Development of a Communication Strategy

The document was work in progress – it was hoped to be finalised shortly. **Action: Sibbald**

b) Update on Welcome to Wantage pack

The TCM updated members of the committee about the idea of creating an interactive map detailing businesses within the town centre/surrounding streets. The TCM and TPC were to work on this initiative, keeping in mind future use with an app and other information to be agreed at the appropriate time. **Action: TCM/TCP**

c) Update on manpower/support to set up markets and other activities

The TCM had circulated a list of activities that she needed assistance with, the list included other general tasks. It was agreed that the Staffing Committee would meet to discuss a possible job role. **Action: Clerk**

20. Events Plan 2022/2022

a) Date for electric vehicle event to be held at Kingsgrove

The date had not yet been agreed but it was hoped that it would take place in March/April 2023. **Action: Sibbald**

b) Date for Seesen's civic visit

The date had not yet been agreed. **Action: Sibbald**

Date for opening of Rae Crescent

The date had not yet been agreed but it was hoped that it would take place in the spring. **Action: Sibbald**

d) Mayor's Carols 7 December – The Parish Church of St Peter and St Paul

Invitations had been sent and the programme had been approved.

e) Carols in the Market Place 24 December 2022

There was no update to the plans.

f) Volunteers Reception 10 February 2022

Invitations had been sent out.

g) Coronation of His Majesty King Charles III 6 May 2023

i) To receive feedback from the Coronation Working Group

It was agreed that the event should be held on the 6 May 2023. There was a concern that the May fair would take place on the same day, as it was usual to hold the fair on the first

Saturday in May. Some provisional bookings and enquiries had been made for entertainment and facilities.

ii) To consider whether to request a change to the date of the May fair (6 May)

It was agreed to write to the fair operator asking them to consider a different day to hold the May fair as it coincided with the date of the coronation. **Action: Clerk**

h) Grove Extravaganza 17 June 2023

The date of the event was noted.

i) Others

No other events were planned.

21. Non-Town Council events procedure/application form

It was agreed that an application form should be created and that organisers of non-Town Council events, being held in the town centre, would be required to present the completed form for approval.

Action: TCM

22. Town entry signs

ON THE PROPOSITION OF Councillor Gilhome
SECONDED BY Councillor Crawford

IT WAS RESOLVED TO refresh the seven town entry signs with a vinyl overlay to incorporate the country flags of the twin towns (Germany and France) at a cost of £1770.99 (Kingdom Signs) to include installation. No other changes were to be made to the artwork. **Action: Deputy Clerk**

23. Town Council event banners

Further discussion was needed regarding the posting of advertising material.

24. Newsletter arrangements

Issue 9 of the newsletter was being delivered to all addresses in OX12. It was agreed to review the effectiveness of using Royal Mail to distribute the newsletter at the next committee meeting. The deadline for articles for inclusion in the next newsletter was the end of January 2023.

25. Estimates 2023/24

A draft estimates worksheet had been circulated prior to the meeting. The estimate for the newsletter was the only amendment – changed to £9,500.

26. Other business

It was noted that S106 funds available for public art (planning application P14/V1810/FU) should be investigated. Suggestions had been made for the temporary pedestrianised area as the location for installation. The Deputy Clerk was to progress this. **Action: Deputy Clerk**

The meeting closed at 9.20pm
