

Events Working Group
Minutes of the Meeting held at the Town Hall
on Thursday 7 September 2017 at 10:00am

Present: Cllr Mrs Lynn Little (**Chair**), Cllr Mrs Chris Delaney, Cllr Mrs Carol Wilson
Richie Barnes, Rosemary Calcutt, Gill Carver, Jane Corban,
Melvin Long (**Deputy Chair**), Alison Randall, Dave Wesson
Scott Edwards (**Admin Support**)

Apologies: Cllr Mrs Dee Bulley
Don Rouse

1. Minutes of the Last Meeting

The minutes from the previous meeting were approved and signed by the Chairman.

2. Battle of Britain Fish and Chip Supper

- The Town Clerk has agreed to source a playlist of wartime songs.
- Spitfire Ale has been donated for the evening to sell at wartime prices
- Andy Stovold has agreed to make a beer clip for the ale
- Camouflage bunting and red, white and blue bunting has been sourced for the decorating
- Table decorations have been ordered
- SE to print out wartime posters which will be hung on string across the room
- Peking Chef, Aangon and the Pizzeria have all agreed to donate a voucher which will be made by SE
- The Original Factor Shop have said that they will support any community events
- ML has agreed to source someone to run the decks on the evening
- RC has agreed to double check with DR regarding a 5 minute slot at the beginning to talk about his war experiences
- The Town Clerk to be asked if he can source a siren sound as part of the playlist
- Brownes Hall Caretaker will be on the entrance to collect and check guest tickets
- CW has agreed to organise the raffle
- Various Mayors from West Oxfordshire District will be in attendance. The committee would like to request £350 from the Events budget to assist with the cost of the hall and table decorations.

3. Christmas Lights – Friday 1st December 2017

- The checklist remains the same as the one that was sent out with the previous minutes
- Funding for the Lantern Workshops needs to be sourced, possible sources are: Oxfordshire County Council, West Oxfordshire District Council, Carterton Town Council, Carterton Lions, Carterton Community Centre
- As one of the sessions of the workshop will be held at the Town Hall the committee would request that CTC pay for protective flooring at a cost of £27

- The workshops will be run on Saturday 18th November – Town Hall and Sunday 19th November – Carterton Community Centre
- JC will enquire about marshals from the RAF once again
- The Carterton Lions have agreed to have an extended grotto with some of the proceeds going to the Mayor's Charities
- LL has secured funding for 15ft Christmas (Memory) tree and lights which will be situated on the Market Square.
- Mike Steward will be asked if he would be interested in having a stall selling Christmas Crafts
- LL asked the committee if they could recommend a resident who could help with the switching on of the lights
- SE will look into having a piper perform on the evening
- Stilt Walkers will be looked into once again
- RC agreed to ask about the Witney Youth Orchestra's availability, failing that JC will ask about the Cadet's band availability
- Ron Spurs will be chased about the database of stalls from the Witney Christmas Lights switch-on

4. Civic Services

The Battle of Britain Civic Service will be held on Sunday 17th September at St. John's Church with the service beginning at 10:30am.

The Remembrance service will be held on Sunday 12th November on the Market Square. Wreaths will be organised by WO Frew this year and will need to be collected and paid for from the Town Hall. There will be a replica Spitfire on display at the memorial service which has been built by a local resident and a memorial stone tablet has been donated by Co-op Funeral Care to be displayed on the day

The meeting ended at 11:20am

The date of the next meeting will be Thursday 19th October at 10:00am in the Town Hall