

**Carterton Town Council**  
**Events Working Group Meeting**  
**Held at the Town Hall on Tuesday 28 August 2018 at 5.00pm**

**Present:** Cllr Ms J Bull - Chair  
Cllr R Crapper  
Cllr N Leverton  
Cllr Mrs M Mead  
Cllr D Melvin  
Cllr D Wesson

Jenny Bates	Carterton WI
Sandie Baylis	Knit & Natter
Angela Finch	RBL
Sue James	Save the Children/ACT/Carterton Celebrates
Jenny Maxwell	Carterton WI
Janice Mitchell	Resident/Carterton Carnival
Don Rouse	Carterton Lions

**Officers:** Ron Spurs – Town Clerk  
Katie Zasada

**Apologies:** Cllr Mrs E Hatton, Cllr M McBride, Elizabeth Gibson, Kayleigh James  
Melvin Long (no longer able to be part of group)

**1 Minutes of the meeting held on 7 August 2018**

The Minutes had been circulated to members with the Agenda. The Chair ran through the actions from the last meeting, before going through each event in more detail.

**2 Events 2018/2019**

**(a) Fish and Chip Supper – 21 September 2018**

Cllr Ms Bull said she was organising entertainment for the event and a response was awaited from Katrina King as to whether she is free on the date. Cllr Mrs Mead to contact the Fish & Chip shop to arrange for up to 150 small portions. Cllr Mrs Mead and Cllr McBride would organise Raffle Prizes and the Town Clerk confirmed that no Licence was required. Cllr Mrs Mead would locate bunting etc from the Town Hall. Cllr Leverton suggested getting some large flags and Cllr Wesson would email the SWO to see if they had any. Ticket sales: 83 complimentary and four at £10 each so far. The Hall will seat up to 250 people. Katie to email Councillors to remind them to buy their tickets.

**ACTIONS:** Decoration of hall – Cllr Mrs Mead, Cllr Ms Bull and Cllr Leverton  
Singer, Katrina King – Cllr Ms Bull  
Raffle prizes – Cllr McBride and Cllr Mrs Mead  
Reminder email to Councillors – Katie Zasada  
Flags – Cllr Wesson to email SWO

(b) Race Night – February 2019

Sue James asked why the event was being held in Witney and Cllr Ms Bull said that a large hall was needed and, as she had just taken over the Langdale Hall she could offer it free of charge. This will be the main fundraising event of the year and the Hall has the advantage that money can be raised from the Bar.

ACTIONS: None at present

(c) Poppy Display

The number of poppies collected so far is just over 1,300 and the target of 2,000 is expected to be exceeded. Sandie Baylis said she would ask Mike Cox, Churchwarden at St John's Church, whether he could lend a camo net to make a display to hang on the Mayor's Balcony. It was also hoped to have sufficient poppies to display around the trees on the Market Square. Robert Courts MP had visited the Knit & Natter group while they were threading the poppies onto a length of wool in batches of 25 for ease of counting them.

It was hoped that the schools would contribute up to 450 poppies made from felt. The display would be up during the week leading up to Remembrance Sunday.

ACTIONS: Sandie Baylis – camo net from Mike Cox

(d) Silent Soldiers

The Clerk had arranged to purchase four more Silent Soldiers – locations for these would be entrances to the town and on Shilton Park.

ACTIONS: The Clerk to arrange installation

(e) Battle of Britain Civic Service – 16 September 2018

Invitations had been sent out to other Councils. No further actions were required.

(f) Remembrance Sunday – 11 November 2018

Angela Finch said she would be happy to organise the wreath-laying ceremony at the War Memorial. There would be a rehearsal the day before. Cllr Wesson had been in touch with the SWO, who had confirmed that the RAF would not be present at our Remembrance event this year as they would be exercising their Freedom of Witney, but they would send a representative to lay a wreath on behalf of the Station Commander. The SWO would let us know about the involvement of the RAF clergy. The SWO is preparing for the Poppy Appeal and would welcome any assistance. As last year, he will be the person to contact to order wreaths for the ceremony. Details will be circulated to organisations in due course.

ACTIONS: Remembrance meeting to be organised – Stella Catt  
Details circulated to organisations – Stella Catt

(g) Christmas Lights Switch On – 30 November 2018

The Committee discussed the addition of further lights to add to the display in the town centre, including the purchase of more spherical lights for the standard columns in Burford Road, Brize Norton Road and Black Bourton Road, together with more lights to supplement those already on the wall of the Factory Shop facing the Market Square.

Katie Zasada confirmed that the PA system had been booked. The Clerk had submitted the application for the road closure. Cllrs Mrs Hatton and Ms Bull were yet to liaise with schools about Lanterns for the Procession. Katie Zasada reported difficulty in sourcing stalls for a Christmas Market and was of the view that it was a little late to get a decent collection of stalls for this year. Stella Catt would be asked to provide a copy of the Checklist of actions for the next meeting.

ACTIONS: Cllrs Mrs Hatton & Ms Bull to liaise with schools re Lanterns  
Stella Catt to provide Checklist

(h) St George's Day Dinner 2019

ACTIONS: None at present

(i) Carterton Carnival 2019

Discussions were ongoing, and Cllr Ms Bull would arrange to meet with Janice Mitchell.

ACTIONS: Cllr Ms Bull and Janice Michell to meet.

3 Any other business

None

4 Date of next meeting

Tuesday 25 September 2018 at 5.00pm.