

Carterton Town Council
Events Working Group Meeting
Held at the Town Hall on Tuesday 23 October 2018 at 5.00pm

Present: Cllr J Bull – Chair
Cllr E Hatton – Deputy Chair
Cllr R Crapper
Cllr N Leverton
Cllr M McBride
Cllr D Melvin
Cllr D Wesson

Jenny Bates	Carterton WI
Sandie Baylis	Knit & Natter
Rosemary Calcutt	Carterton Lions
Angela Finch	Resident
Sue James	Save the Children/ACT/Carterton Celebrates
Janice Mitchell	Resident/Carterton Carnival
Hayley Phillips	CDO RAF Brize Norton
Don Rouse	Carterton Lions

Officers: Ron Spurs – Town Clerk
Katie Zasada

Apologies: Cllr M Mead
Elizabeth Gibson (no longer able to be on committee)
Pam Howard, Kayleigh James, Jenny Maxwell, Ian Wright

1 Minutes of the meeting held on 25 September 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) Race Night – February 2019

Cllr McBride had set a tentative date of 15 February 2019, as close to Valentine's Day as possible, making it a Valentine's Race Night. The Conservatives were holding a Race Night in November, which could prove helpful in organising our own.

ACTIONS: None at present

(b) Poppy Display

The number of poppies collected so far was almost 4,600. Work had started attaching the knitted poppies to the net and Jenny Bates confirmed they had sufficient people to help. The schools would start making their poppies over the next couple of weeks and the plan was to attach them to netting to go around the trees on the Market Square.

The Church had kindly said we could keep the camo net for a donation. The Committee discussed what would happen to the poppies after Remembrance Sunday. The net could be rolled up and stored for future years. A selection of the poppies could be made into some form of artwork to be framed and on display in the Town Hall. The children's work would be returned to the schools.

ACTIONS: Ongoing work to put the display together.
Continue to consider what to do with the poppies after the event.

(c) Silent Soldiers

The Clerk had ordered a further four Silent Soldiers and they would be installed once received. The Committee discussed what to do with them afterwards. They could be used in future years or some left in place permanently. Another suggestion was to offer one to the Church at Black Bourton for the war graves there.

ACTIONS: Install new soldiers and continue to consider their future use.

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

The event had gone well, with nothing further to note.

(e) Remembrance Sunday – 11 November 2018

Stella Catt had distributed details of the event to all organisations involved and the SWO, Alan Frew, was in the process of organising wreaths for those who had ordered them. He would bring them to the Town Hall nearer the time. The Checklist of tasks was distributed to the Committee for information.

Road closure notices had been received from WODC for display leading up to the event. Signage would be delivered nearer the time.

ACTIONS: Ongoing admin - Stella Catt

(f) Christmas Lights Switch On – 30 November 2018

Cllr Bull and Cllr Hatton had met with Gill Carver to discuss the Lantern Parade. The Town Council had donated £1,000 towards the cost of the schools making lanterns, at a cost of £3 for each one. Cllr Bull suggested that the Council contribute a further £2,000, in order that each school be given the opportunity to make 30 lanterns free of charge. If more children wanted to participate, they could do so for a donation or attend the Workshops at the Community Centre. This would need to be approved by Council. A possible theme could be the Twelve Days of Christmas and this could be played as the Parade walked along. Gill Carver would liaise with the Community College with a view to making a larger lantern for the front and back of the Parade, perhaps with the artist that runs the Workshops at the Community Centre. The Committee discussed what would happen to the Lanterns once the Parade was over. Children were welcome to take them home. If they were unwanted they could be left at the side of the vets building. Any materials that could be reused, such as the cane and lights, would be salvaged and the rest disposed of.

John Rotherham had kindly agreed to play the keyboard for Carols round the Christmas Tree. Suitable carols would be chosen. Hayley Phillips would check whether the Military Wives Choir would like to perform and the availability of marshals.

Letters giving notice of the road closure had been prepared, to be delivered by a team from the ICE Centre during weeks commencing 22/29 October. The First Responders had confirmed they would attend. John Shuker hoped to arrange for the Carterton firefighters to attend with a Fire Engine. Cllr Crapper confirmed that the Steam Engine was available at a cost of £400 and the Mayor was happy to contribute £200 from his Allowance towards this. Cllr Melvin had identified a suitable Snow Machine and the Committee felt it was more cost effective to purchase rather than hire.

The Clerk confirmed that additional lights had been ordered for the other roads off the Crossroads, together with a further net of lights for the Factory Shop wall and lighting for the Town Hall Balcony. The Christmas Tree and lights for Marigold Square were being organised.

Carterton Lions would organise Santa's Grotto, to be set up from 2.00pm and open from 4.00-6.00pm. Santa would then appear on the Balcony for the switching on of the lights. The Clerk confirmed that the event was covered by a Temporary Event Notice that included the sale of alcohol.

ACTIONS: Ron Spurs/Cllr McBride – further funding for Lanterns
Katie Zasada/Hayley Phillips - liaise with Military Wives Choir
Katie Zasada – liaise with John Rotherham re carols

(g) St George's Day Dinner 2019

Cllr McBride said the date had been set for 27 April 2019 and a tentative booking had been made to hold the Dinner at the Community Centre. Langdale Hall in Witney had previously been considered, but he felt it should be held within Carterton. It will be a Black Tie event. Catering and whether to provide a Bar or include wine in the ticket price will need to be decided.

ACTIONS: None at present

(h) Carterton Carnival 2019

A Carnival Committee had been formed and meeting dates would be arranged in due course.

The proposed date for the Carnival was Saturday 20 July 2019, at the beginning of the Carterton Celebrates week. Sue James said that they had insurance cover for the whole week, which could include the Carnival. The May Day Fair would be useful as a blueprint for the Carnival.

ACTIONS: Set dates for Carnival Committee meetings
Book Brownes Hall for 20 July 2019

3 Any other business

Cllr McBride thanked everyone involved in organising the Fish & Chip Supper, which raised £1,041 for the Mayor's Charities.

Cllr Melvin asked if any other events were being held over the Christmas period and wondered whether any could make use of the snow machine. Apart from the Christmas Lights Street Fair, which included Carols round the Christmas Tree, there would also be a Carol Service at Carterton Community Centre and the Acting Community Thingumybags Pantomime on 14-16 December at Carterton Community College.

4 Date of next meeting

Tuesday 20 November 2018 at 5.00pm.