

**Carterton Town Council**  
**Events Working Group Meeting**  
**Held at the Town Hall on Tuesday 25 September 2018 at 5.00pm**

**Present:** Cllr Ms J Bull – Chair  
Cllr Mrs E Hatton – Deputy 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
Rosemary Calcutt	Carterton Lions
Angela Finch	Resident
Sue James	Save the Children/ACT/Carterton Celebrates
Jenny Maxwell	Carterton WI
Janice Mitchell	Resident/Carterton Carnival
Hayley Phillips	CDO RAF Brize Norton
John Radburn	Carterton Lions

**Officers:** Ron Spurs – Town Clerk  
Stella Catt

**Apologies:** Cllr M McBride, Katie Zasada  
Sue James, Kayleigh James, Janice Mitchell, Don Rouse

**1 Minutes of the meeting held on 28 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

Feedback from the event has been extremely positive and everyone thoroughly enjoyed it.

(b) Race Night – February 2019

**ACTIONS:** None at present

(c) Poppy Display

Sandie Baylis gave an update. The number of poppies collected so far is 2,160, which has exceeded the target of 2,000. Mike Cox is happy to lend a camo net for the display and dates had been set for Wednesday 3 October and Friday 5 October to begin mounting the poppies.

Stella Catt asked if any thought had been given to what to do with the poppies after Remembrance Sunday. It was suggested that we use some of them to make a permanent framed

display to commemorate the day and offer the rest to members of the public for a donation to charity.

ACTIONS: Display mounting to commence 3 & 5 October

(d) Silent Soldiers

The Clerk said that one of the Silent Soldiers had been subject to criminal damage, which had been reported in local newspapers and on television this week. Four more Soldiers had been ordered and would be installed in due course. Consideration needs to be given to what to do with them afterwards.

ACTIONS: None

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

The Clerk said it was a very dignified Service, with a good Sermon by a Chaplain from RAF Brize Norton.

(f) Remembrance Sunday – 11 November 2018

The Clerk said that the Mayor had met with the new Station Commander, who said he would arrange for a military presence at the event. A meeting to discuss Remembrance has been arranged for 6pm this evening and, following on from that meeting, full details of the event will be circulated to all groups and organisations involved. The SWO had produced posters that have gone up around the town to attract anyone who had not previously laid a Wreath and wanted to do so. Cllr Wesson said that the SWO had pre-ordered wreaths for those that had them last year. Stella Catt circulated the Checklist of actions to members.

ACTIONS: Stella Catt to circulate details to organisations

(g) Christmas Lights Switch On – 30 November 2018

The Clerk said that Council had approved the purchase of further lights to add to the town centre display. Cllr Mrs Mead gave an update. The blue/white balls will continue along Burford Road, Brize Norton Road and Black Bourton Road, with extra lighting on the Town Hall Balcony. There will also be a Christmas Tree on Marigold Square this year, with the Community Centre paying half the cost of installation and lighting. The tree is being donated by a resident of Minster Lovell.

Cllrs Mrs Hatton and Ms Bull would liaise with Schools about Lanterns for the Parade and hoped to have letters in bookbags before the October half term break.

Stella Catt said that Katie Zasada had sourced an organist who would be available to play free of charge for Carols around the Christmas Tree. This could be promoted as part of the Switching On ceremony from the Balcony and would take place immediately after the switch on, once the Lanterns had cleared the Market Square. Cllrs Ms Bull, Mrs Hatton and Mrs Mead would liaise with Stella Catt and Katie Zasada to organise this. Cllr Melvin had contacts with a company that could provide a snow machine.

Stella Catt circulated the Checklist to members. Letters to properties along the route of the road closure would be delivered by the ICE Centre during the last two weeks of October – this covered Remembrance Sunday as well. Hayley Phillips would check availability of marshals. It was decided that the steam engine was a popular attraction. Cllr Crapper would contact Patrick Edwards to check availability. The cost would be approximately £300. In previous years the First Responders have attended the event to recruit local Responders and to provide First Aid cover. Stagecoach and school/college buses would be informed of the road closure.

ACTIONS: Cllrs Mrs Hatton & Ms Bull to liaise with schools re Lanterns  
Stella Catt to produce letters to residents re road closure  
Stella Catt to check availability of First Responders  
Hayley Phillips to check on availability of marshals  
Cllr Crapper to check availability and cost of steam engine  
Cllr Melvin to investigate a snow machine

(h) St George's Day Dinner 2019

ACTIONS: None at present

(i) Carterton Carnival 2019

Cllr Ms Bull and Janice Mitchell had met to discuss the Carnival. Janice suggested a Circus theme. A central arena could host a dog show etc and another idea was a go-kart race, but it was felt this might be too ambitious for the first year of the event. The Bandstand could be used as a focal point showcasing different types of music, including a steel band. Brownes Hall could be involved and provide refreshments and toilet facilities.

The Clerk suggested putting together an organising committee, to identify who was going to do what - fundraising, parade, arena, insurance, health & safety etc - and then once that was in place then look at the detail. After a discussion it was decided the event might be best held at the start of Carterton Celebrates week, Sunday 21 July, to avoid Witney and Eynsham Carnivals. This would need to be checked with Sue James. The Clerk said the event should aim to raise funds to cover costs and one idea that worked well in Witney was a Prosecco Bar.

ACTIONS: Stella to email members re those interested in forming committee

3 Any other business

None

4 Date of next meeting

Date to be emailed round in due course – provisionally 23 October 2018 at 5pm.