

Carterton Town Council
Events Working Group Meeting
Held at the Town Hall on Tuesday 30 April 2019 at 5.00pm

Present: Cllr J Bull – Chair
Cllr R Crapper
Cllr M McBride
Cllr D Melvin
Cllr D Wesson

Sandie Baylis	Knit & Natter
Rosemary Calcutt	Carterton Lions
Jenny Maxwell	Carterton WI
Don Rouse	Carterton Lions

Officer: Katie Zasada

Apologies: Cllr E Hatton, Cllr M Mead, Cllr N Leverton
Jenny Bates, Angela Finch, Sue James

1 Minutes of the Meeting held on 26 March 2019

The Minutes, circulated to members with the Agenda, were noted.

2 St George's Day Dinner – 27 April 2019

Cllr McBride gave an update on how the event went. The Dinner was a great success, with 84 people attending and positive comments received. Letters of thanks were being sent to those that helped on the night. Though not yet confirmed, the amount raised is approximately £1,600.

In terms of what to learn from it, it was a lot of hard work trying to put on something special for Carterton. Ticket sales were initially slow, but in the end, it was a good balance between a reasonable cost and attendance figures. The wine had not been purchased on a sale or return basis and a fair amount was left over, the cost of which was not included in the final figures. The Lions did very well organising and running the bar. The Hall had suggested having security at a cost of £75 and the decision to do this was justified due to trouble with some youngsters trying to gain entrance on two occasions.

Food had been provided by outside caterers and Cllr Bull said the portion sizes were good, the food was hot and the quality was very good. The caterers had had to hire an extra oven to cater for 84 people. As part of the catering package water glasses were hired for the tables, which were taken away by the catering company. The wine glasses were borrowed from the U3A and the Prosecco glasses were hired from Morrisons, which meant these all had to be washed before return. He felt it would have been better to hire all the glasses to avoid having to wash them all, which took a long time.

3 May Day Fair – 6 May 2019

The Mayor would be opening the event at 10am. The Town Council qualify for a stall free of charge in return for helping to sponsor the event. Sandie Baylis said that she would be manning the stall with David Miles from West Oxon Community Transport (WOCT) to promote the idea

of a community bus for Carterton. The Town Council gazebo might be needed and it was noted that it was quite heavy and would need at least four people to set it up. Due to the forthcoming Elections, not many Councillors would be available to man the stall all day. The Carnival Committee would be walking around the Recreation Ground giving out details of the Carnival.

Katie Zasada said that Sue James was short of volunteers and would be grateful if anyone could spare an hour or so to help out on the day and also to make cakes.

4 **Carterton Carnival – 20 July 2019**

Cllr Bull gave an update. Twenty stalls had been booked so far. The Committee would give details and form to the stallholders at the May Day Fair to gain more interest. The finances are being run through the Town Council accounts after all attempts to set up a charity bank account had failed. Some attractions had been booked for the procession – circus skills, bubbleologist, stilt bike, jugglers – who would then run workshops for children on the Recreation Ground, at a cost of around £1,200.

The Jubilee Brass (Oxford) Band had been booked at a cost of £200. It is hoped to get some local acts to perform on the Bandstand. It had proved difficult to get a dog show or dog attraction. There would be an It's a Knockout style competition run by TW Fitness, which would be promoted in the schools beforehand. Chancellors would produce advertising boards for the event. A Plan Insurance have given some sponsorship.

The RAF are getting involved too – a member of Aircrew has been helping with posters and organising some members of the PT section to assist with putting up stalls and marking pitches. The Air Cadet Band would march with the procession and the RAF would bring their Flight Simulator. Sandie had spoken to the RAFA branch that organised the Duck Race at Lechlade to ask if they would like to do something at the Carnival.

As the event takes place just before children break up from school, there is uncertainty around how much support there will be for the procession. To encourage involvement, art and craft workshops will be run leading up to the event. This has worked very well with the Lantern Project at Christmas. Cllr Bull had met with Rev Ian Howard to see if workshops could be held at St John's Church and could also run some at the Community Centre. The workshops would take place on Saturdays leading up to the event and would be offered free of charge, to make streamers, shakers etc to use in the parade.

Jenny Maxwell said that the WI already had three commitments to do tea and cakes that week and would come back with a decision in due course as to whether they could run a Tea Tent.

Katie said that Sue James had been in touch with a Zumba group that would like to do a display and a DJ who would play music free of charge. Sue had also asked if she could have the artwork to go in the Programme by the end of next week, but Cllr Bull said the information would not be available by then.

Cllr Wesson said that there was a wooden bench at Blenheim Court that had been presented by the previous Carterton Gala Committee. Cottsway will be redeveloping the site and the bench may be surplus to requirements. The thought was that it could be re-sited somewhere else in the town.

Don Rouse asked about First Aid cover and Cllr Bull said this was on the To Do list and would be set up in Brownes Hall.

Cllr Bull said it would be good if the Events Working Group could put together a Calendar of Events each year, which would assist with getting groups involved.

ACTIONS: Cllr Bull to contact Sue James about artwork
Cllr Melvin to find a plan of ARR
Cllr Wesson to contact Cottsway about the Blenheim Court bench
Cllr Bull to organise First Aid cover

5 Carterton Celebrates – 19-28 July

Katie gave an update from Sue James. Lots of groups are getting involved and the Programme is looking good. Sue asks whether anyone has contact names for the following groups:

U3A (Cllr McBride)
St Joseph's Church (Father Andrew Foster or else Sue Leverton would know)
Methodist Church (Phil Mansell)
Kilkenny Cricket Club
Carterton Football Club (Phil Godfrey)
Spiritualist Church (Graham Towle)
Carterton Leisure Centre
U3A Photo Group (John Pollock)

6 Any Other Business

Katie reported from Sue James that there would be a Plant Sale and Cream Teas at her house, 20 Milestone Road, on Saturday 25 May 2019 between 10am – 4pm to raise funds for Save the Children.

7 Date of next meeting

A date was not set pending the forthcoming Elections on 2 May.

There was further discussion on the role of the Events Working Group, including whether civic and non-civic events should be split, whether it was a good use of Town Hall staff time, whether an Events Manager be employed. Don Rouse felt strongly that there should be Council involvement and that one Working Group would benefit both civic and non-civic events.

Cllr Bull would raise this at a meeting of the new Town Council after the Elections have taken place.