

**Carterton Town Council**  
**Events Working Group Meeting**  
**Held at the Town Hall on Tuesday 26 March 2019 at 5.00pm**

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

Andrew Bayliss	Carterton Library
Sandie Baylis	Knit & Natter
Rosemary Calcutt	Carterton Lions
Sarah Davies	Open Gardens
Sue James	Carterton Celebrates
Jenny Maxwell	Carterton WI
Don Rouse	Carterton Lions

**Officer:** Katie Zasada

**Apologies:** Cllr M Mead, Cllr N Leverton  
Jenny Bates, Sqn Ldr Andrea Dowds, Angela Finch, Karen Marsh

**1 Minutes of the Meeting held on 26 February 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. There is still a concern over slow ticket sales. He had attended a charity event on Friday last week at Thame and 105 people attended (tickets £45) and at Didcot last Saturday where around 80 attended (tickets £50). The Mayor of Abingdon had said his event had also gone well where tickets were £75. At Thame and Didcot the whole of the Town Council attended, so they had 32 people straight away, but only five are coming from our Town Council. More invitations had gone out with some positive responses. We could put on a reasonable event with 40 people. At £40 our event is the least expensive.

Rosemary Calcutt said the Lions were looking to run the Bar and would confirm after their meeting next Tuesday. There would be Prosecco served on arrival in the Foyer, with the Bar location yet to be decided. Wine would not be provided on the table. Wine glasses had been sourced from the U3A. The caterer needs to have final numbers two weeks before the event. Work continues on the Raffle and Auction. Cllr Nicholas Field-Johnson, OCC Councillor, is a fundraiser for one of the Oxford Colleges and could donate a case of Port.

**ACTIONS:** Cllr McBride and Katie Zasada – continue to chase ticket sales  
Cllr Bull – organise wine, soft drinks and bottled beer + glasses for Prosecco  
Cllr Leverton – decoration of hall (Saturday morning)  
Jenny McBride – printing of menus, folding napkins etc  
Cllr McBride – Raffle prizes and Auction  
Cllr McBride and Don Rouse – location for Bar

### 3 **Carterton Carnival – 20 July 2019**

Cllr Bull gave an update. Due to the difficulty in setting up a separate bank account for the event, the Town Council Events Budget will be used instead. Stall bookings were coming in – something for the arena, vintage cars, funfair is booked. Cllr Hatton has been liaising with the schools and Cllr Bull suggested running some craft workshops on Saturday mornings at the Community Centre beforehand to make streamers, shakers etc – she would liaise with Gill Carver. The theme for the Parade is Colour. Sue James said that St John’s Church, Carterton Community College Playgroup and the Acting Community Thingumybags were all interested in taking part in the Parade.

Cllr Hatton asked whether the WI ladies could run a refreshments tent on the Recreation Ground serving tea and coffee. Cllr McBride said that if the WI were unable to help then the U3A might be able to.

ACTIONS: Cllr Bull – liaise with Gill Carver re craft workshops at Community Centre  
Cllr Bull – liaise with new CDO and Cadets re marshalling  
Jenny Maxwell – ask WI ladies about running refreshments tent

### 4 **Carterton Celebrates – 19-28 July**

Sue James gave an update. Unfortunately, the Open-Air Cinema will not now go ahead due to lack of sponsorship. Funding of £2,000 was needed for the sound system. There is a possibility of holding it at the end of August. Groups are coming back to Sue with details of what they will be contributing, including WI, Community Centre, Bowls Club and Squash Club. Hoping to run workshops all through the week. There will be a competition for the primary schools to be displayed at the Community College. Some businesses want to have special offers that week. She had not heard back yet from the pubs but would chase them up. Lots of photographs of previous Galas have been sent in and hoping to have a feature on the history of the Gala in the next Crier magazine. Cllr Melvin said he had spoken to Roger Battley, who looks after the Town Archives, and he would look out some pictures as well. There would also be displays on the History of Carterton and History of the Community College, which is 50 years old this year.

Sarah Davies gave an update on the Open Gardens event to take place on Sunday 23 June 2019 from 1pm-6pm. Ten gardens were taking part so far. All five primary schools would be involved and herself and Cllr Hatton had been along to their planting days, with St John’s School still to do. Carterton Educational Trust had donated the windowsill greenhouses, compost and seeds. Sarah would revisit each school to check on progress. The idea is that the children will sell their plants at a special Market Day, displaying banners to promote their schools. They will also sell cakes to further fundraise for their schools. Leaflets would be handed out at the Open Gardens to encourage attendance at the Market Day.

The Town Council had donated money towards the Scarecrow Competition and some bales of straw had been donated by members of the public. Schools were organising old clothing for the scarecrows. The scarecrows would be on display at the Open Gardens on Sunday, where there would be a Scarecrow Hunting Competition for the children. There will also be an Art Competition for the schools. The design for the artwork has been done and finished works would be displayed two weeks prior to the Open Gardens at the Town Hall, around 7 June, it would then be laminated and transferred to the Gardens. The event would fundraise for the Air Ambulance and has been advertised on their website. Discussion as to whether a feature could

go in the next Crier, but not sure if the timing fits, although the Mayor could include it in his introduction.

Katie Zasada was contacting Alvin Roy Jazz Band to check availability and confirmed that a Mayor's Reception was in the Diary but we will not know who the new Mayor is until after the forthcoming Elections in May.

**ACTIONS:** Mayor's Reception – Ron Spurs/Katie Zasada  
Jazz Band – Katie Zasada  
Open Gardens – Cllr Hatton liaising with schools re Colouring Competition  
Robert Courts MP to judge Scarecrow Competition – Sarah Davies  
Sue James – chase up responses from pubs

## **5 Any Other Business**

Christmas Lights 2019 – Council had approved a reduction in the fee for Craft stalls from £15 to £10 in order to encourage more stalls.

Don Rouse gave an update on the Neighbourhood Action Group (NAG) meeting held at the Town Hall on 18 March. In order to encourage community involvement in keeping their neighbourhoods safe, volunteers were invited to form Neighbourhood Watch groups – there is already one in Shilton Park – and then have a Co-ordinator to oversee them. Work on this was ongoing.

Andrew Bayliss had to leave the meeting early but had asked Cllr Bull to mention the Oxfordshire Art Weeks that takes place from 4-27 May. During week commencing 18 May there would be displays in Carterton Library by Cotswold Flower Club, Lights Up and Knit and Natter. He also left a poster advertising Connie's Colander, a play about dementia, taking place at the Library on 25 June, during Carterton Celebrates Week. Tickets available at the Library.

Sue James asked whether the Events Working Group would consider taking on the organisation of Carterton Celebrates Week next year. Cllr Bull said that this was unlikely at present as it was not the role of this group, which was more to act as a forum to bring together all groups running events in Carterton, to share ideas that could be mutually beneficial. Don Rouse said that he felt it was important to involve the Town Council in events taking place in the town. Cllr Bull said that the group needed a clear vision as to its role. Currently only civic events can be supported by staff at the Town Hall and she has had discussions with the Town Clerk about this. Cllr McBride said that in the longer view it would be nice for the Council to embrace the events discussed at this meeting but did not want to be seen as the Council taking over when others had done all the work. Cllr Melvin said perhaps the Council could employ an Events Manager. Cllr Bull said she would put it on the agenda for the Town Council to look at the role of the Events Working Group.

## **6 Date of next meeting**

Tuesday 30 April 2019 at 5.00pm.