

Carterton Town Council
Minutes of the Events Working Group Meeting
held at the Town Hall on Tuesday 5 November 2019 at 1.00pm

Present: Cllr J Bull – Chair

Cllr M McBride
Cllr M Mead
Cllr D Melvin
Cllr D Wesson

Andrew Bayliss	Carterton Library
Rosemary Calcutt	Carterton Lions
Jane Corban	RAF Brize Norton
Jenny Maxwell	Carterton WI
Don Rouse	Carterton Lions

Officers: Ron Spurs, Stella Catt

Apologies: Cllr E Hatton, Cllr D Wesson, Gill Carver, Angela Finch, Sue James

1 Minutes of the Meeting held on 1 October 2019

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

2 Remembrance Sunday – 10 November 2019

Preparations for Remembrance Sunday were going well. The PA system will be provided by Bill Mattingley as in previous years. The road closures had been organised with WODC and letters had been delivered to all residences and businesses along the route. The grass around the War Memorial had been replaced by a gravel/resin material, with planters provided for the children to put in the crosses.

A letter had been sent to all organisations laying a wreath giving instructions for ordering a wreath and reserving seats for the Church Service. A rehearsal would take place on Saturday 9 November 2019 at 10am. On the day Councillors would meet at the Town Hall at 9.15am and then process across to the Church for the Service to commence at 9.40am.

There would be two bugle players this year. Dave Commander, who has played at the event for many years, would play the Last Post and a youngster from the Air Cadets would play the Reveille.

It was unsure yet whether a minister was available to conduct the Armistice Ceremony at the War Memorial on Monday 11 November and this would be followed up.

ACTIONS: Confirm Armistice Ceremony (Stella Catt)

3 **Christmas Lights – Friday 22 November 2019**

(a) Lantern Parade. A Lantern-making workshop would be held on 16 November at the Community Centre at 10am-4pm. School workshops had also been arranged, with the exception of Edith Moorhouse School. The Homestead, Messy Church and the Shake Shop were also involved this year. The theme for the Lanterns is Christmas Carols. Thanks were expressed particularly to Jill Bull, Gill Carver and David Melvin for their work on this.

Mark Bissett would play the Pipes to lead the Parade, together with the Mayor. Those taking part in the Parade should meet at Carterton Community College at 5.00pm and the Parade would set off at 5.20pm. Participants would be encouraged to take their Lanterns home after the event and any unwanted ones should be left next to the Vets building for the Town Council to arrange disposal. The battery lights would be removed to reuse next year.

(b) Lights Switch-on. Cllr Mead would visit the shops in the town centre with posters to encourage their participation. There has been a good response for stall bookings this year. Mayors and Chairs from around the county had been invited for drinks and Mince Pies (provided by Carterton WI) in the Mayor's Parlour prior to the switch-on.

Jane Corban would arrange for eight trainees to act as Marshals. The Military Wives Choir would sing carols for around 30 minutes after the switch-on. The Snow Machine would be set up on the Factory Shop side of the Square. Due to the forthcoming General Election on 12 December, Robert Courts MP would not be switching on the lights and it was suggested that the Station Commander be asked. Jill Bull said that Matthew Wilmore, resident of the ICE Centre house at 55 Burford Road, would assist with the switch-on. Douglas and Pauline Timms, who light up their house on Burford Road to raise money for the British Heart Foundation each year, had also been invited.

ACTIONS: Visit town centre shops (Cllr Mead)
Confirm attendance of Fire Engine (Stella Catt)
Source a Steam Engine (Stella Catt)
Ask Station Commander if able to switch on the lights (Jane Corban)

4 **Any Other Business**

- The Library would again be involved in Art Weeks in May next year.
- St George's Day Dinner. A date had been set for Saturday 25 April 2020 and this would be discussed at the Events Working Group meeting in January 2020.

5 **Date of Next Meeting**

The timing of the Meetings was discussed, and it was decided to alternative between daytime and evening meetings to include as many people as possible. The date of the next meeting would be set in due course.

ACTIONS: Set date for next meeting (Jill Bull)
Draw up Terms of Reference for Events Working Group (Ron Spurs)

The meeting closed at 2.00pm.