

Carterton Town Council
Events Working Group Meeting
at the Town Hall on Tuesday 1 October 2019 at 12.30pm

Present: Cllr J Bull – Chair

Cllr S Baylis
Cllr E Hatton
Cllr M McBride
Cllr D Melvin
Cllr D Wesson

Andrew Bayliss	Carterton Library
Rosemary Calcutt	Carterton Lions
Gill Carver	Carterton Community Centre
Sue James	Carterton Celebrates
Jenny Maxwell	Carterton WI
Don Rouse	Carterton Lions

Officers: Ron Spurs, Katie Zasada

Apologies: Jane Corban, Cllr M Mead, Angela Finch

1 Minutes of the Meeting held on 30 April 2019

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

Cllr Bull invited the committee to give their views on the purpose of this group and how meetings should be organised for the future. As regards timing, it was decided that a Tuesday at 12.30pm worked best for those present, to be held bi-monthly. There was a discussion on whether the committee should be involved in civic events or consider them separately, perhaps splitting the agenda into two sections. Don Rouse strongly believed that the wider community had a great deal of experience to offer for all Carterton events. The Clerk said that separate meetings are held with Carterton Lions to discuss Christmas Lights and with Gill Carver for the Lantern Parade. Meetings of this sort would then feed into the larger Events Working Group.

Community events such as Lions Car Boot Sales, Save the Children Pantomime, Open Gardens and May Day Fair, had not regularly been included on the agenda and were all organised by their own committees, who could then feed back into the main Events Working Group. It was agreed that the purpose of the Working Group was to oversee all events taking place in the town and be a source of information and support where needed.

The Clerk would draw up a Terms of Reference for the Events Working Group.

2 St George's Day Dinner 2020

Work would start on this in the next couple of months. Looking at a venue in Carterton, such as the Community Centre or Brownes Hall. Cllr McBride, who organised the event last year, suggested that all glasses for drinks were hired in. He would meet with Cllr Mead to discuss this.

3 Remembrance Sunday – 10 November 2019

A meeting took place at the Town Hall on Thursday 26 September 2019 at 6.00pm to discuss the arrangements for this year's service and parade. The meeting included representatives from RAF Brize Norton, Guiding, Scouting, Army Cadets and Clergy, together with Cllrs Crapper, Leverton and Wesson.

Road closures had been applied for, risk assessment and event plan were done. The event would run as in previous years. Wreaths would be numbered to help with the running order for the wreath-laying ceremony and would be laid two at a time to keep the ceremony as short as possible. The grass around the War Memorial had proved difficult to maintain in good order and would be replaced by a gravel/resin material. Planters would be provided for the children to lay the crosses in.

Cllr Wesson said that wreaths should be ordered from Alan Frew, as last year. Volunteers to help with the Poppy Appeal would be very much appreciated. Carterton had been awarded a Certificate for raising the most funds for the Appeal in 2017.

4 Christmas Lights – Friday 22 November 2019

The event would run as in previous years. More stalls had expressed an interest this year due to better advertising. Business cards had been handed out and an advert placed in the Letterbox magazine. Newly opened premises would also expand out onto the pavement to enhance the event. Robert Courts MP, together with a member of the local community, would be switching on the lights. Cllr Hatton suggested inviting the residents who have a fantastic lights display at their property on Burford Road to join the Mayor for drinks and mince pies in the Parlour before the formal Switch On.

Organisation of the Lantern Parade is going well. The Mayor will lead the Parade, together with a Piper, Mark Bisset, from RAF Brize Norton. Marshals are needed and any volunteers would be welcome.

5 Carterton Carnival

Cllr Bull said that feedback from survey forms suggested that everyone enjoyed the Carnival and wanted to see it become an annual event for the town. It had been suggested that the August Bank Holiday weekend might be a better time for it, though this could mean the event is separate from Carterton Celebrates.

It cost just over £3,500 to put on the event, with the amount raised being £1,508. Raising money was not the main objective. The stilt walkers were expensive, but sponsorship could be sought for next time. People particularly liked the music and would like to see more of it. Could look at extending this into Brownes Hall for the evening. The original Gala had floats in the procession, but this would be a big undertaking. The walking procession worked very well.

Work needs to start now for the 2020 Carnival. The Clerk suggested setting out the key risks to the event, then looking at what went well and what did not and decide from that what to include next year.

6 **Carterton Celebrates**

Sue James had presented a round-up of the Carterton Celebrates Week 2019 at the last Town Council meeting. She tabled a report with details. She would appreciate help from the Working Group with the commercial aspect – liaising with the local shops to encourage participation by decorating their windows. She would like to have Talks and Workshops on every evening of the week. The Bowls and Squash Clubs had open days and she would like to encourage the Football and Cricket Clubs to also get involved. More theatre and music would be good – the Picnic and Jazz Band were brilliant this year.

Financially, there is only £21 left in the pot. Providing the shops with bunting and balloons etc had been quite expensive. It would be nice to have bunting around the town centre.

Last year's event had an outdoor cinema, but a bigger screen and sound system to cater for 500 was needed at a cost of £1,500. The biggest risk would be what to do if there was bad weather, but it might be possible to provisionally book either Brownes Hall or the Community Centre.

Sue was looking at week commencing Saturday 18 July for the 2020 event. The brochures were delivered by Royal Mail, which was expensive at £900 to deliver to 10,000 households. Bampton and Clanfield had been included, but it was not felt to be worthwhile to include them next year.

7 **Any Other Business**

Sue James:

- Next year's May Day Fair would be held on the second Bank Holiday in May, Monday 25 May 2020, due to the Government changing the first Bank Holiday to Friday 8 May to commemorate the anniversary of VE Day.
- A group were trying to relaunch the Carterton Horticultural Show, so this needs to be borne in mind when setting a date for the Carnival.
- It is the Save the Children Christmas Jumper Day on Friday 13 December 2019 and she encouraged groups to participate.
- The Acting Community Thingumybags Pantomime this year is entitled 'Beauty and the Beast – Absolutely Nothing Like It' and would be held on 13-15 December at the Community College. Tickets available from the Cycle Shop.

Cllr McBride:

- Wondered whether any other towns have a Celebrates week that we could learn from. Burford and Lechlade have week-long events. Burford had famous authors giving talks - Sue James asked if anyone had contacts for authors or after-dinner speakers to let her know.

8 **Date of next meeting**

Meetings would be held bi-monthly, with the next one being just before Christmas Lights – date to be determined and publicised along with the Terms of Reference.