

**Carterton Town Council**  
**Events Working Group Meeting**  
**Held at the Town Hall on Tuesday 7 August 2018 at 5.00pm**

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

Elizabeth Gibson	Resident
Eveline Gillians	Carterton WI (in place of Jenny Maxwell)
Sue James	Save the Children/ACT/Carterton Celebrates
Kayleigh James	Save the Children/ACT/Carterton Celebrates
Janice Mitchell	Resident
Don Rouse	Carterton Lions
Ian Wright	Resident
Josephine Wright	Resident

**Officers:** Ron Spurs – Town Clerk  
Katie Zasada

**Apologies:** Cllr Mrs E Hatton, Cllr N Leverton, Cllr Mrs M Mead, Cllr D Melvin

**1 Minutes of the meeting held on 10 July 2018**

Cllr Ms Bull said that the Minutes were informal notes of the meeting. Ian Wright queried the email sent with the Agenda for today's meeting and suggested that future emails could be sent bcc to comply with the GDPR regulations.

**2 Events 2018/2019**

**(a) Fish and Chip Supper – 21 September 2018**

A poster and tickets had been drafted. The first 100 tickets would be free of charge for persons over 60 years of age, funded by the Mayor's Allowance, with remaining tickets charged at £10 each and would be on sale from 20 August from the Town Hall. Entertainment - Cllr Ms Bull would ask Katrina King, who sang for the recent Prostate Cancer event on the Market Square, if she would be available to sing at the event. The Clerk could put together a Playlist of appropriate music as well. The costs involved would be for the entertainment and £5 per person for Fish & Chips. There would be a Raffle and the Clerk would check whether a licence was needed for this.

**ACTIONS:** Decoration of hall – Cllr Mrs Mead, Cllr Ms Bull and Cllr Leverton.  
Singer, Katrina King – Cllr Ms Bull  
Raffle prizes – Cllr McBride and Cllr Mrs Mead  
The Clerk to check if licence needed for Raffle

(b) Race Night – February 2019

This would be held at Langdale Hall in Witney. Detailed arrangements would commence nearer the time. ACTIONS: None at present.

(c) Poppy Display

Working with the WI, a display of knitted/crocheted poppies will be produced to commemorate the WWI Centenary on Remembrance Sunday. Katie Zasada gave an update. Cllr Mrs Hatton had arranged for the local schools to be involved in making poppies out of felt and would go into the schools to assist with this project. The felt would be purchased out of the Events Budget. It is hoped to collect at least 2,000 poppies and we currently have 594.

ACTIONS: WI and Cllr Mrs Hatton to work on display ideas.

(d) Silent Soldiers

These had been installed at various locations around the town. The Clerk would arrange for five or six more of the Soldiers. They would remain in place until at least the end of the year and it was suggested that, with our association with RAF Brize Norton, the ones at the entrances to the town could remain permanently.

ACTIONS: The Clerk to arrange purchase of more Silent Soldiers.

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

This would take place at St John's Church. The Town Clerk had been in contact with Rev Bill Blakey and the Station Warrant Officer. Squadron colours would be at the Service and the Mayor and Station Commander would give readings. The Church would organise refreshments after the Service as in previous years. ACTIONS: None at present.

(f) Remembrance Sunday – 11 November 2018

The Town Clerk said that we would contact Angela Finch, who did a fantastic job last year organising the wreath laying at the War Memorial, to see if she is able to help again. With Rev Blakey retiring, clarification was needed as to who would lead the service and Cllr Wesson suggested that the RAF Padres might like to do it – the Town Clerk would take this forward. Refreshments would be at the Town Hall after the event as in previous years.

ACTIONS: Katie Zasada to speak to Angela Finch.  
Cllr Wesson to speak to Church about involvement of Padres.

(g) Councillors Christmas Lunch – 5 December 2018

This would be held at The Windmill Restaurant near Burford. Detailed arrangements would follow nearer the time. ACTIONS: None at present.

(h) Christmas Lights Switch On – 30 November 2018

The Town Clerk suggested a small sub-committee be formed to decide what extra lights to install in the town and to liaise with Peter White, the Council's electrician, to ensure the project is delivered on time. This would consist of the Clerk, Cllr Ms Bull, Katie Zasada and Cllr Mrs Mead. A resident of Minster Lovell had offered a large fir tree that could go on the Market Square and Peter White will visit the site to check if it is suitable. Bill Mattingley, who has provided the PA system for the last few years, would be booked as soon as possible. Robert Courts MP would switch on the town's Lights and then rush to Witney to switch theirs on immediately afterwards.

The Clerk had spoken to Gill Carver at the Community Centre, who is happy to be involved with organising the Lantern Procession as in previous years, with the assistance of a small group from this committee, consisting of Cllr Ms Bull, Cllr Crapper, Cllr Mrs Hatton, Jenny Maxwell and Don Rouse. Cllr Ms Bull said she had been involved in the Procession for the last four years. The main problem last year was that WODC had withdrawn their funding and as a result less schools took part in making Lanterns, so the Council would need to ensure that the schools were adequately supported. Don Rouse stressed the importance of holding a 'wash-up' meeting after the event.

There were fewer stalls last year and it was suggested that stalls run by charities and local groups should be free of charge, with commercial stalls charged £30 as in previous years. This would need to go to the full Council meeting in September for approval. Janice Mitchell suggested holding a Christmas Market. The Clerk said he had been involved in organising a Christmas Market in Witney and the costs were very high and he did not believe we would have sufficient footfall to attract the right type of stalls. It might be best to start small with a Volunteers Market running stalls serving food, crafts etc and build up from there. A carol service could be held alongside the Market to attract more people. Stalls should have a Christmas theme.

ACTIONS:       Katie Zasada to book PA system.  
                  The Clerk to organise road closures.  
                  Cllr Mrs Hatton and Cllr Ms Bull to liaise with schools re Lanterns.  
                  The Clerk and Katie Zasada to explore ideas for Christmas Market/Carol Service in Market Square.

(i) St George's Day Dinner 2019

A provisional date has been set for 27 April 2019. The venue has been yet been decided, with consideration being given to Brownes Hall, Community Centre, Langdale Hall and Witney Lakes. It will be a civic event to fundraise for the Mayor's charities. ACTIONS: None at present.

(j) Carterton Carnival 2019

It would be nice to see a return of the Carterton Carnival, which could form part of the Carterton Celebrates week. The Clerk had been Chair of the Witney Carnival for the last three years and was involved in organising the procession. A great deal of work is required and

planning for an event next summer would need to start in September 2018. He would be unable to lead on this but would be happy to advise. Sue James said they were looking at the end of July 2019, just before the schools break up for the summer holidays, for the Carterton Celebrates week and a Carnival would fit really well. The Clerk had already met with Janice Mitchell and put together a list of what would be required to organise the event. Janice also suggested holding a Barn Dance as part of the week. ACTIONS: Discussions ongoing.

### 3 Any other business

Ian Wright suggested holding a music event in the town. There are many professional and semi-professional musicians in the local area that could be involved. Sue James said they had tried to get a musical event as part of the Carterton Celebrates week and had approached the pubs to see if they could organise this. It would have been nice to have a variety of music on different nights. The Clerk said that if the U3A wanted to lead on that then the Council would be willing to support it financially. Cllr McBride said the U3A had for a number of years held a Last Night of the Proms event at the Community Centre and it was felt that an open air event on ARRG would work well. A bigger screen would need to be purchased at a cost of approximately £1,500, together with a licence to show the broadcast live.

Don Rouse said there were talented local musicians that could play on the Market Square. The Bandstand Concerts over the last couple of years had showcased silver and brass bands but could be extended to include other musical genres.

Sue James said that if a Calendar of Events for the year was being put together, could it include the May Day Fair on Monday 6 May 2019. Don Rouse said the Carterton Lions have two more Car Boot Sales this year and an Art Exhibition in the Spring 2019 (date to be confirmed).

### 4 Date of next meeting

Tuesday 28 August 2018 at 5.00pm.