

**Carterton Town Council**  
**Events Working Group Meeting**  
**Tuesday 10 July 2018 at 6.30 pm**

Members: Cllr Ms J Bull  
Cllr M McBride, Mayor  
Cllr R Crapper  
Cllr Mrs E Hatton  
Cllr Mrs M Mead, Deputy Mayor  
Cllr D Melvin  
Cllr N Leverton  
Cllr D Wesson

Apologies:

Officer: Ron Spurs, Town Clerk

**1 Election of Chair and Deputy Chair**

Cllr Ms Bull was elected as Chair and Cllr Mrs Hatton was elected as Deputy Chair.

**2 Membership of the Working Group**

Formal invitations to join the group would be extended to the following:

Don Rouse	Carterton Lions
Sue James	Acting Community Thingumybags
Melvyn Long	
Two members	Carterton WI
Sandie Baylis	Knit & Natter
Janice Mitchell	Carterton Carnival
Member	Carterton U3A
Hayley Phillips	RAF Brize Norton
Member	RAF Brize Norton Wives
Members	Churches
3 x Members	Local residents
Katie Zasada	Admin Officer

**3 Events 2018/2019**

**(a) Fish and Chip Supper**

This would take place on Friday 21 September 2018 at Brownes Hall. The date was chosen as it was closest to the Sunday Battle of Britain Service taking place on 16 September. Cllr Mrs Mead and Cllr McBride would lead this event, with officer support from Katie Zasada.

As this will be the first Mayoral event during Cllr McBride's term of office, he would give the first 100 fish & chips free of charge to senior citizens of Carterton, to be funded from the Mayors Allowance. This would be advertised in the next edition of the Carterton Crier. It was

felt that smaller portions would be sufficient as the normal Chip Shop size portion is often too large. The hall can seat up to 250 people. As a Civic event Mayors and Chairs would be invited. The ticket price would be determined once costs for entertainment, food etc were known.

Regarding entertainment, the singer at the event last year could be considered at a cost of approximately £200.

(b) Race Night

The event would take place in February 2019 at Langdale Hall in Witney. Cllr McBride would lead, with officer support from the Town Clerk.

(c) Poppies

Cllr Mrs Hatton and Cllr Mrs Mead would lead, working with the Carterton WI, and with officer support from Stella Catt.

Nearly 500 knitted/crocheted poppies had been donated. Felt material for schools to make poppies would cost around £140 and all five schools were interested in being involved. A meeting would be held with the ladies from Carterton WI to discuss ways of displaying and mounting the poppies. The display would be up for the whole week leading up to Remembrance Sunday.

(d) Silent Soldiers

Cllr Mrs Mead would lead, with officer support from Teresa Whitford.

Cllr Mrs Mead said that Peter White, who installs the Christmas Lights, would let us have a mock-up of how the Soldiers could be mounted on the Factory Shop wall with lights behind. Alternatively, they could be put around the town. It was decided to install the current six Soldiers around the town and, once Peter White had come back to us, more could be purchased for the Factory Shop wall. Locations could be at the front of the Town Hall, Market Square under the tree, Tower Square garden, Memorial Garden, Brownes Hall and the Crossroads. The Soldiers to be installed in the ground could be done by Alex Fleming and the others by Brownes Hall.

(e) Battle of Britain Civic Service

This would take place on Sunday 16 September 2018 at St John's Church. Cllr McBride and Cllr Mrs Mead would lead, with admin assistance from Katie Zasada. A meeting had been held with Rev Bill Blakey and arrangements were in hand with the Church and RAF Brize Norton. Refreshments would be held after the service in the Church.

(f) Remembrance Sunday

This year's event takes place on 11 November 2018. Cllrs Crapper and Wesson would lead, with admin assistance from Stella Catt and Katie Zasada.

Refreshments would need to be organised in the Town Hall (cakes, biscuits, tea/coffee). The Station Warrant Officer (SWO) orders the wreaths. Stella Catt sends out a letter to all organisations giving full instructions of how to order wreaths, timings for the event etc. RAF Brize Norton had not yet committed to how many personnel would be able to take part this year. Cllr Wesson would arrange to meet with the SWO to discuss this.

(g) Councillors Christmas Lunch

The Lunch would take place on Wednesday 5 December 2018 at The Windmill Restaurant near Burford. Cllr McBride would lead on this, with admin assistance from Katie Zasada. Menu details would be circulated. The Town Hall Staff Christmas Lunch would take place on 21 December 2018.

(h) Christmas Lights Switch On

The event will take place on Friday 30 November 2018. Cllr Ms Bull would lead, with admin assistance from Stella Catt and the Town Clerk.

Additional lights would be purchased to enhance last year's display. A meeting was held with Peter White and spherical balls would be purchased for the other roads leading off from the Crossroads. The Lantern Procession would be organised separately via Gill Carver at Carterton Community Centre, but Councillors would be willing to assist and support the schools. Cllr McBride said he had secured the services of Robert Courts MP to switch on the lights.

(i) St George's Day Dinner 2019

Cllr McBride and Cllr Mrs Mead would lead, with admin support from the Town Clerk and Katie Zasada. This had been held on RAF Brize Norton for the last few years and it would be good to have a change of venue, suggestions being Witney Lakes, Caswell House, Brownes Hall, Carterton Community Centre, The Windrush, Eynsham Hall. Cllr McBride and the Town Clerk would look into possible venue/date. A local hall would be possible with outside catering.

**4 Any other business**

(a) Carterton Carnival

Janice Mitchell had been in touch with the Town Clerk with a view to organising a Carterton Carnival event next year. The Clerk had given her advice and contacts. Cllr Ms Bull suggested this could be part of Carterton Celebrates.

**5 Date of next meeting**

The next meeting would be held in approximately three weeks, commencing at 6.30pm.