



WANTAGE TOWN COUNCIL
 Council Offices, The Beacon, Wantage, OX12 9BX
 Town Clerk: Julia Evans 01235 763459
www.wantagetowncouncil.gov.uk

Minutes of The Promotions, Communications & Events Committee meeting held on
 7 April 2025 at 7.30pm in The Beacon, Portway, Wantage, OX12 9BX
The minutes are draft until approved at the next meeting

Committee Members Present:

Councillors T Gilhome (Chair) V Wright (Vice Chair), A Crawford, A Dunford & P Kirby- Harris

Substitute Committee Members Present:

Councillors S Third & C Walters

Other Councillors Present:

None

In Attendance:

Deputy Clerk: S Sanders

Town Centre Manager: A Yates

Communications Officer: L Brown

		Action
46	Apologies for Absence None.	
47	Declarations of disclosable interests None	
48	Minutes of the meeting held 3 February 2025 It was PROPOSED by Cllr Crawford, SECONDED by Cllr Wright and RESOLVED that the minutes were an accurate record of the meeting. The minutes were signed.	
49	Statements and questions from members of the public None.	
50	Income & expenditure report and Budget for 25/26 Members noted the reports.	
51	Christmas Eve Carols – Market Place It was PROPOSED by Cllr Dunford, SECONDED by Cllr Gilhome and RESOLVED that the Christmas Eve carol service should be relocated to the western end pedestrianised area for health and safety reasons.	Deputy Clerk

52	<p>Food Festival 6 July 2025 Event Plan</p> <p>Members had received the draft event plan in advance of the meeting. The proposal included entertainment, infrastructure, and promotional costs. It was PROPOSED by Cllr Gilhorne, SECONDED by Cllr Wright, and RESOLVED that the inclusion of a Mariachi band at a cost of £850 be approved and that the total event budget of £4385.75 be agreed.</p>	
53	<p>AlfredFest 26 October 2025</p> <p>Members had received the draft event plan, which was noted to be a work in progress. The plan was agreed in principle, with final approval to be sought at the next meeting once the full details are confirmed.</p>	
54	<p>Event Plan for VE Day 11 May 2025</p> <p>There were no changes or updates to the existing plan. Flyers are to be distributed to care homes in Wantage to promote both the VE Day and VJ Day events. Cllr Dunford will engage with the residents to gather any memories or stories they may wish to share related to these events. It was noted that the town crier may also attend the care homes.</p>	Dunford
55	<p>VJ Day Commemoration</p> <p>There was to be a church service the 1st week in September 2025. This will not be a town council event, but it was hoped that councillors would attend.</p>	
56	<p>Events for 2026</p> <p>It was hoped that the following events would take place in 2026: St George's Day, Food Festival, AlfredFest and Christmas market. To support planning and improvement, it was agreed that a feedback survey should be conducted after each event in 2025.</p>	
57	<p>Councillors' stand at the Saturday charter market</p> <p>Consideration was given to the idea of a monthly Wantage Town Council stand at the market to engage with residents and provide updates on council activities. It was agreed that a trial stand would take place on a Saturday in June 2025, to be held either in the market square or on the VC Forecourt.</p>	ALL

58	<p>Communication Strategy Members had received the draft document in advance of the meeting. The draft was approved by the committee and will be formally adopted at the council meeting on 12 May 2025.</p>	ALL
59	<p>Sponsorship Package Proposal</p> <p>Members had received the proposed sponsorship package in advance of the meeting. It was intended to support both the VE Day and food festival events.</p> <p>It was PROPOSED by Cllr Gilhorne, SECONDED by Cllr Crawford, and RESOLVED to approve the sponsorship package proposal for the food festival, but not for the VE Day event.</p>	Comms Officer
60	<p>Items for the June issue of the newsletter</p> <ul style="list-style-type: none"> • To correct the error in the Betjaman Millennium Park article • Wantage TC report • Reservoir update • New councillors/mayor • Letcombe Brook 	
61	<p>Items for the next agenda None.</p>	
62	<p>Dates of future meetings Members noted dates: 9 June, 21 July, 29 September & 17 November 2025</p>	

The meeting closed at 8.20pm

Signed -----

Date -----