



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
29 September 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) A Dunford, A Crawford & P Kirby-Harris

Substitute Committee Members Present: None

Other Councillors Present: None

In Attendance:

Deputy Clerk: S Sanders

		Action
39	Apologies for Absence None	
40	Declarations of disclosable interests None	
41	Minutes of the meeting held 18 August 2025 PROPOSED: Cllr Gilhome SECONDED: Cllr Dunford RESOLVED: that the minutes were an accurate record of the meeting. The minutes were signed.	
42	Statements and questions from members of the public None.	

43	Income & expenditure report and budget for 25/26 Members noted the report that had been circulated prior to the meeting.	
44	Draft budget 26/27 Members received the first draft of the 2026/27 budget, based on figures proposed by the chair. The draft was noted. It was further noted that a meeting is to be held between the chairs of all committees and the clerk, prior to the budget setting meeting, to review the budget as a whole and to consider the overall impact of each committee's proposed budget.	Clerk
45	Christmas market budget proposal The proposal had been circulated to members prior to the meeting. PROPOSED: Cllr Crawford SECONDED: Cllr Dunford RESOLVED that the budget of £4334.70 be agreed.	
46	Notes from the events working group Members noted the notes that were received prior to the meeting.	
47	Volunteers Reception The date to hold the meeting had been confirmed as 13 February 2026. a) <u>Suggested invitation list</u> The list of last year's attendees had been circulated to members prior to the meeting. It was agreed that the list would be circulated to all councillors for review, and that any additional suitable names/groups could be suggested. It was further agreed that the maximum number of attendees should be set at c.100. b) <u>Menu</u> A sample menu and pricing had been received from James Hart, the caterer used last year. PROPOSED: Cllr Gilhome SECONDED: Cllr Dunford RESOLVED: to proceed with the same as last year - the cold buffet with desserts, at a cost of £12.00 per head.	All members of the council
48	Councillors' Surgery held 20 September 2025 The stand was not well attended. Better/earlier publicity was required for the next surgery which will take place next year. Dates to be agreed at the next meeting.	

49	<p>Town Map – Portway Car Park PROPOSED: Cllr Dunford SECONDED: Cllr Kirby-Harris RESOLVED: To proceed with obtaining quotes for the design and delivery of a new town map for Portway Car Park, and to use the artwork for any additional town maps required for noticeboards.</p>	Deputy Clerk
50	<p>Items for the next newsletter (December 2026) It was agreed that all members of the council should receive advance notification when a call for newsletter items is made. A summary of items received should also be circulated to all members prior to the preparation of the newsletter.</p> <p>It was also agreed that a calendar outlining newsletter editions and timelines for 2026 should be prepared and circulated to all members.</p> <p>It was previously recorded that Olly Glover MP should write an annual piece for the printed newsletter. It was agreed that more regular updates could be included, provided they focus on Wantage.</p>	<p>Comms Officer</p> <p>Comms Officer</p> <p>Comms Officer</p>
51	<p>Agenda items for future meetings Date for councillors’ surgery</p>	Deputy Clerk
38	<p>Future meeting date: 17 November 2025</p>	

The meeting closed at 8.40pm

Signed -----

Date -----