

# Wellington Town Council

**Town Mayor**  
Cllr Pat Fairclough



**Town Clerk**  
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## EVENTS AND COMMUNICATIONS COMMITTEE

You are hereby summoned to attend a meeting of the above named Committee to be held online via zoom on **Tuesday 27<sup>TH</sup> October 2020**, commencing at 4.00pm.

Dated this 20<sup>th</sup> October 2020

Signed .....

Town Clerk

## AGENDA

1. Welcome and Introductory Remarks
2. Apologies for Absence
3. Declarations of interest
4. To confirm the minutes of the last meeting Tuesday 29<sup>th</sup> September 2020 and the notes from Tuesday 6<sup>th</sup> October 2020
5. Matters arising from those minutes:

Minute 11/20

Cllr Davis asked CF to circulate a calendar of events, their costs and the overall budget breakdown ready for the next meeting. **CF**

Minute 12/20

Tim Carter suggested Wreaths could be laid the day before. Cllr Carter requested that this was done on the morning of the service instead. **CF** to speak with TC.

Minute 12/20

Councillors agreed that if events are being videoed that maybe professional equipment or services are invested in. **CF** to research options.

Minute 12/20

Cllr Lowe raised concerns that the streamlined event was too minimal and that a 'montage' of bolt on features, such as a reading from Wellington Remembers Project and local choirs, should be added. **CF** to speak to TC and when plans have been firmed up to distribute the proposed event programme.

Minute 12/20

Cllr Lowe also requested a Festival Committee meeting be scheduled soon. **CF** to ask PA to arrange.

Minute 12/20

Christmas Lights - CF to pull plan together and bring back a proposal to the committee.

Minute 13/20

Cllr Davis suggested that CF circulates a list of the current annual events and asked members to think about what additional events they would like to see added to the listing keeping in mind budgets and the Covid guidelines - if they are still in place. **ALL**

**Actions from Notes of meeting 6<sup>th</sup> October 2020**

Social media should be used to inform the public of what is happening and where they can see the live stream, safely, and in an effort to support social distancing regulations that may / may not be in force.

Date to 'launch' the montage needs to be agreed

Pre-recorded material to be used as much as possible

A draft version needs to be seen by all members before finalised

Environmentally friendly decorations were welcomed as a good idea, suggested that positive 'climate messages' achieved by WTC should be added to some.

Where decorations are to be hung above head high sharp edges should be avoided and extra care to secure them to the tree should be implemented to reduce risk of injury.

6. Correspondence: Urgent matter for consideration:  
None
7. Budget position for 2020/21 – expenditure to date, remaining budget.
8. To receive and discuss the calendar of events for remainder 2020/2021
9. To agree potential calendar of events for 2021/22 including ideas for exploration
10. Date and time of next meeting – Tuesday 24<sup>th</sup> November 2020