

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 24th November 2020**, commencing at 4.00pm.

Dated this 9th November 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 27th October 2020
5. Matters arising from those minutes:
 - Caroline confirmed that she had sent Cllr Davis a calendar of events, their costs and the overall budget breakdown for authorisation. PD requested that CF now send to members. **CF**
 - PA had tried to arrange a Festival Committee meeting but it was postponed until January 2021. After a brief discussion members felt that a meeting should be held before January as events such as the book club and the poetry competition could all be ran virtually and also recording of these can be done at any time. **AL / CF to speak with PA.**
 - Christmas Lights – Caroline informed members that the key players of the Christmas Light Switch on event had been contacted and had agreed to pre-record footage. Details were being worked on as issues with the copy write of music and children appearing online had risen. Love Wellington have a 'Lost Sheep' project that is currently being promoted and the resident's house decoration project will follow. Details of all were being published in the next 'Our Wellington' newsletter. Cllr Carter suggested 'boosting' Facebook posts. **PD asked CF to distribute a plan of the event as it stands.**
 - 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. Members suggested an Easter themed event and a family quiz. **ALL/CF to send. CF meeting PD, ST and PA on 15th December to add marketing activity.**

6. Correspondence: Urgent matter for consideration:
None
7. To discuss feedback on the Remembrance Video and what has been learnt.
8. Proposed Budget
9. Electronic distribution of the 'Our Wellington' Newsletter
10. Paid Facebook advertising and Websites
11. To receive new calendar suggestions and discuss events for 2021
12. Date and time of next meeting – Tuesday 22nd (instead of 29th) December.

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