

Wellington Town Council

Town Mayor
Cllr D. Roberts



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EVENTS AND COMMUNICATIONS COMMITTEE

Minutes of the meeting held on **Tuesday 31st January 2023** commencing at 4.00pm.

Present:

Cllr Hall

Cllr Pierce

Cllr Lowe

Cllr Barker

Cllr Davis

In attendance: Caroline Mulvihill – C & E Manager

- 70/22 Welcome and Introductory Remarks** – Cllr Davis welcomed members and those viewing online to the first meeting of 2023.
- 71/22 Apologies for Absence** – Cllr Tomlinson and Cllr Alvey - apologies accepted.
- 72/22 Declarations of Interest** – There were no declarations of interest received relating to items on the agenda.
- 73/22 To confirm the minutes from the meeting dated Tuesday 29th November 2022.**
Proposed by Cllr Pierce, seconded by Cllr Barker and **RESOLVED UNANIMOUSLY** that the minutes of the 20th November were a true and accurate record.
- 74/22 Matters arising from those minutes:**
- **Market Square Digital Board** – Cllr Davis reported that there was no movement on this agenda item. He had requested a full breakdown on the existing budget and that this correspondence was sent out prior to the meeting to members. Caroline had made the request for this information and had not received it therefore this could not be actioned and the spend of £8k needed could not be approved.
 - **Kings Coronation** – Caroline explained that the T & W deadline for the Coronation funding was the 29th January and as E & C didn't meet until 31st that the Regeneration working group and the Love Wellington team / WTC officers had met and submitted a proposal. A copy of the proposal was tabled and Caroline explained each section which included:
Coronation Booklet – 'Capture a moment in time' 48 pages including a

cross section of businesses, community group, projects, schools etc. A keepsake for residents for future generations to see a window into life in 2023.

Coronation event – Wellington brass band open air concert. Cllrs will network with the community and hand out locally sourced Coronation cupcakes free of charge. There will also be a crown making workshop and face painting / balloon modelling for the children.

Market Square Dressing – The Market Square will be dressed with bunting, bespoke lamp post banners and floral baskets

Community Orchard and meadow planting – working in conjunction with H2A – planting of 10+ fruit trees in All Saints grounds and a wild flower area

Coronation walk – Wellington Walkers are Welcome are hosting several walks over the Coronation weekend.

Members thanked Caroline for the in-depth breakdown (quotes sourced by Caroline and report prepared by Sally Themans)

Caroline stressed that all of the above was funding dependant and that we should find out if successful at the end of February and then timings could be agreed.

ACTION: Caroline to email all Councillors with the proposal for the Coronation and ask for as many Councillors to be present on the day to meet with the public and hand out cakes. All E & C members are expected to attend.

- **Christmas Lights Switch on 2023** – Caroline confirmed that all entertainers had been booked for 2023 as requested.
- **Lamp Post Banner Quotes** – Caroline was actioned to source three separate quotes for bespoke lamp post banners.
There were as follows:
Double sided, 2000 x 850mm x 4 printed and installed.
Quote 1 £450
Quote 2 £840
Quote 3 £580
All above quotes are subject to £125 design fee
As there was no detail around remaining finances or projections for spend in 23/24 members agreed that an informed decision could not be made at this time.

ACTION: Caroline to distribute the budget when received from Accounts and also send the above breakdown to members.

75/22

Correspondence: Matters for consideration

- **LW an PC Rigby email ref Christmas Lights**

An email received from Sally Themans had been tabled that highlighted several views that had been discussed at the last Love Wellington business meeting. The concerns were as follows:

- Christmas Lights event is only 1 week after Remembrance so does not fully allow time for reflection
- Volunteer's and organisers don't have any time between the two events which puts pressure on them
- Allowing the Christmas Light event to clash with others would reduce number of attendees and help ease 'pinch points' and overcrowding.

The decision to stick to the previously discussed and agreed date was upheld following a discussion. Caroline would liaise with ESAG to ensure any issues raised would be dealt with well in advance.

- **Scooter Day – June 2023**

Caroline had been approached by the organisers of the Italian Scooter Day with the question of whether WTC would be in favour of the addition of live music on the day.

Caroline didn't have any further details at this time but members agreed in principle that music could be allowed in accordance to T & W regulations and felt that it would be a positive addition to the event.

- **Allan Frost tribute**

Caroline had received a request from a member of the public with regard to a tribute to the late Allan Frost.

Members agrees that Allan was a real 'Wellingtonian' and a tribute would be fitting.

ACTION: Caroline to obtain the 23/24 budget so that members can see what funds are available and Allan's family to be consulted.

- **Additional Defibrillators**

Funding from T & W was now available for additional defibrillators. WTC would need to match fund and also maintain.

Members agreed that this was a decision for Policy and Resources and not Events and Communications.

ACTON: Caroline to pass details to P & R

Members agreed that training would be welcomed to ensure there was confidence in using the appliance. Caroline stated that training was no longer provided as it's considered easy to use and the unit when activated gives step by step instructions on what to do.

ACTION: Caroline to re-send to all Councillors the YouTube clips of how to use a defibrillator.

- **Remembrance Benches**

A quote for Remembrance benches was received into the office and subsequently tabled.

This agenda item would be deferred until the financial budget is received.

- **Lighting up the Lychgate**

Caroline explained that T & W were working on a project to 'light up' the Lychgate on important dates in the year (like they do up Southwater)

T & W would like to know from WTC if there are any Wellington specific dates that they would like to see it lit up.

Members agreed events such as Charter Day should be added to the list of event dates.

ACTION: Caroline to ask all Cllrs and then work with T & W and compile a list of suggested dates to light up the Lychgate and bring it back to the next meeting.

76/22

Past & Future Events

Caroline briefed members on the following events:

- LW Valentine Promotion - February
- Mayors Choir evening 6th March at Christchurch 7.30pm
- Mayors charity dinner 18th March at the Buckatree Hall Hotel 7-7.30pm

77/22

Love Wellington report - The report had been previously circulated and was also tabled. Members agreed the events calendar as a useful tool and welcomed edition.

ACTION: Caroline to email members the 2023 events calendar

78/22

Wellington Festival

The minutes had been previously circulated and Cllr Lowe and reaffirmed the objective of the festival was to increase footfall in the town and bring the community together.

The community production for Joseph had its first rehearsal and was going well, Cllr Lowe made a request for new members to contact him as there were still spaces available to fill in the production.

All poetry and writing competitions were in hand and a box for entries for the school competition was now located in the library. (The school competition is for any child to enter and includes home schooled children)

79/22

Date and time of next meeting – Tuesday 28th February 2023 at 4pm

1.2.23

ACTIONS:

ACTION: Caroline to email all Councillors with the proposal for the Coronation and ask for as many Councillors to be present on the day to meet with the public and hand out cakes. All E & C members are expected to attend.

ACTION: Caroline to distribute the financial budget for 23/24 when received from Accounts and also send the lamp post quote breakdown to members.

ACTION: Caroline to obtain the 23/24 budget so that member scan see what funds are available and Allan's family to be consulted.

ACTON: Caroline to pass Defibrillator funding details to P & R

ACTION: Caroline to re-send to all Councillors the YouTube clips of how to use a defibrillator.

ACTION: Caroline to ask all Cllrs and then work with T & W and compile a list of suggested dates to light up the Lychgate and bring it back to the next meeting

ACTION: Caroline to email members the 2023 events calendar