

Wellington Town Council



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EVENTS AND COMMUNICATIONS COMMITTEE

Minutes of the meeting held via Zoom on **Tuesday 29th September 2020** commencing at 4.00pm.

Present:

Cllr Alvey
Cllr Lowe
Cllr Davis
Cllr Pierce
Cllr Tomlinson
Cllr Hall
Cllr Carter
Cllr DeLauney

In attendance: Caroline Farrell – Communications & Events Manager

01/20 Welcome and Introductory Remarks

Cllr Carter welcomed the Committee to the first meeting of the Events & Communications Committee and commented that the proposed Agenda would be used today but could be amended for future meetings.

02/20 Election of Chair

Cllr Tomlinson nominated Cllr Carter. Unfortunately due to his current work load Cllr Carter thanked Cllr Tomlinson for the nomination but declined.

Cllr Carter nominated Cllr Davis, this was seconded by Cllr Pierce and was agreed unanimously.

Cllr Davis then took the Chair.

03/20 Election of Deputy Chair

Cllr Carter nominated Cllr Tomlinson, this was seconded by Cllr Pierce and was agreed unanimously.

29.9.20

04/20 Election of member to lead the Wellington Festival Group.

Cllr Tomlinson nominated Cllr Lowe
Cllr Davis nominated Cllr Pierce
Cllr Pierce nominated Cllr Alvey

All nominations were accepted and agreed unanimously

05/20 Election of member to lead the Liaison Working Group

Cllr Tomlinson nominated Cllr Lowe
Cllr Carter nominated Cllr Davis

All nominations were accepted and agreed unanimously

06/20 Apologies for Absence

No apologies were given.

07/20 Declarations of Interest

None received

08/20 To confirm the minutes from the last meeting

As this is the first meeting of the new Committee there were no past minutes to approve.

09/20 Matters arising from those minutes:

None

10/20 Correspondence

- **Wellington Rotary – Harley Davidson event:**

CF reported to members that representatives from the Wellington Rotary had met with her to discuss the possibility of bringing Harley Davidson Motor Bikes into Wellington for an event on June 26th 2021.

This event was agreed in principle as long as the correct permissions and insurance's were in place.

- **Our Wellington Newsletter**

CF informed the Committee that another edition of the Newsletter was under construction and would be distributed commencing 9th November.

There was a discussion about the first and second distribution of the previous Newsletter and the collating of content with deadlines.

It was suggested that future Newsletters may contain commercial advertising if additional funds are needed to cover costs and that Facebook 'boosts' could also be paid for to 'spread the word' that the Newsletter is available both hard copy and digitally.

Councillors would like to continue receiving a draft copy before the final copy goes to print.

11/20 Budget position for 2020/ 21, expenditure to date, remaining budget.

CF explained that as lockdown happened at the end of March that fell in line with the new financial year, therefore the majority of the budget had not been spent. Cllr Tomlinson asked Cllr Delauney if underspends would be 'rolled over'. It was agreed that a separate meeting would be held to discuss this as budget planning for future years would be taking place in November and that any spends for the remainder of the year should be proposed to P & R for approval.

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

12/20 To receive and discuss the calendar of events for the remainder of 2020:

- Remembrance Day and Armistice Day

CF had met with Tim Carter and due to restrictions they felt that a 'live stream', and not a Parade, was the sensible option.

The streamlined event would consist of key attendees: Tim Carter, Mike the Bugler, representatives / standard bearer from RBL, a forces representative and the Mayor / Cllrs.

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.

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

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

- **Christmas Light Switch on:**

Again due to guidelines the normal Christmas event cannot go ahead.

A 'live stream' would again be the preferred option. This would consist of Santa, Olaf / Elf of shelf. Tim Carter and the Mayor switching on the lights.

As per Remembrance Day it was suggested that a 'montage' of bolt on content is also added such as Santa and his sleigh driving round Wellington. CF to pull plan together and bring back a proposal to the committee.

Concerns were raised about people still attending if told not to.

Communications need to be clear to the public.

Sally Themans joined the meeting at his point

CF invited ST to update the committee with Love Wellington Christmas plans.

ST informed the Committee of the 'Wellingtons Lost Sheep' proposal where local knitting group would create woollen sheep that retail outlets would hide in their shop window display for children to walk round and try and find. Each sheep would be named and this would create a 'trail' around Wellington.

13/20 To agree potential calendar events for 2021/2022 including ideas for exploration:

Cllr Tomlinson mentioned she would like to see an Easter event and more markets
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.

Cllr Carter reminded members that quality over quantity was important here.

ST mentioned that the Wellington Market was soon to be opening their food quarter which also had a stage which could hopefully be utilised for events.

14/20 To agree date and time of next meeting – Tuesday 27th October at 4.00pm.

Action Points;

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**

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12/20 Cllr Lowe also requested a Festival Committee meeting be scheduled soon. **CF** to ask PA to arrange.

12/20 Christmas Lights - CF to pull plan together and bring back a proposal to the committee.

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29.9.20

