

Wellington Town Council



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EVENTS AND COMMUNICATIONS COMMITTEE

Minutes of the meeting held via Zoom on **Tuesday 27th October 2020** commencing at 4.00pm.

Present:

Cllr Lowe
Cllr Davis
Cllr Pierce
Cllr Tomlinson
Cllr Carter

In attendance: Caroline Farrell – Communications & Events Manager

15/20 Welcome and Introductory Remarks

Cllr Davis welcomed members to the meeting.

16/20 Apologies for Absence

Cllr Hall, apologies accepted.

17/20 Declarations of Interest

None received

18/20 To confirm the minutes from the last meeting dated 29th September 2020

Proposed by Cllr Carter, seconded by Cllr Lowe, and **RESOLVED UNANIMOUSLY** that the minutes of the 29th September were a true and accurate record.

19/20 Matters arising from those minutes:

11/20 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**

12/20 Caroline spoke to TC regarding Wreaths and this had now been pre-recorded within the Remembrance montage.

29.10.20

- 12/20 Paul Shuttleworth had been commissioned to film the Remembrance and Christmas footage.
- 12/20 After Cllr Lowe raised concerns that the footage maybe too streamlined Caroline confirmed the montage was now running at approx. 30 mins.
- 12/20 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.**
- 12/20 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.**
- 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. 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.**

Actions from ‘Notes of meeting on 6th 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. **In place**

Date to ‘launch’ the montage needs to be agreed – **Remembrance will be on the 8th November and Christmas on 1st December.**

A draft version needs to be seen by all members before finalised – **first draft seen 27th October**

Environmentally friendly decorations were welcomed as a good idea, suggested that positive ‘climate messages’ achieved by WTC should be added to some – **Unfortunately the designed decorations were not felt to be of a suitable standard. Due to time constraints this idea will now move to Christmas 2021.**

At this point Cllr Davis showed the first draft of the Remembrance footage.

Comments were made from members as follows:

- Could the photographs of the men read out by Mary Roger and Wendy Palin, named on the Lychgate, be added?
- Suggestion of moving the Wellington Remembers readings be moved to the end of the montage as it feels 'speech heavy' at the beginning.
- Move all logos to the end 'credit section' of the video
- Cllr Davis suggested that the Mayor opens the Christmas montage.

20/20 Correspondence

None received.

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

Cllr Davis to speak with Cllr DeLauney as no budget has been given to this newly formed committee.

Members agreed that a set budget was necessary for them to perform their duties correctly and in full.

22/20 To receive and discuss the calendar of events for the remainder of 2020:

This agenda item was already covered.

23/20 To agree potential calendar events for 2021/2022 including ideas for exploration:

Members were asked to look at the calendar of events that Caroline was issuing and to think of additional events they would like to see added for the next meeting.

ALL

24/20 To agree date and time of next meeting – Tuesday 24th November at 4.00pm.

Action Points;

- 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.
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