



WANTAGE TOWN COUNCIL
 Council Offices, The Beacon, Wantage, OX12 9BX
 Town Clerk: Julia Evans 01235 763459
www.wantagetowncouncil.gov.uk

Minutes of The Promotions, Communications & Events Committee meeting held on
 27 April 2026 at 7.30pm in The Beacon, Portway, Wantage, OX12 9BX
The minutes are draft until approved at the next meeting

Committee Members Present:

Councillors T Gilhome (Chair), A Crawford, A Dunford & V Wright.

Substitute Committee Members Present: None

Other Councillors Present: None

In Attendance:

Deputy Clerk: S Sanders
 Comms & Events Officer L Brown

		Action
81	Apologies for Absence Cllr P Kirby-Harris	
82	Fire safety and emergency procedure The procedure was noted by members	
83	Declarations of disclosable interests None	
84	Minutes of the meeting held 2 February 2026 PROPOSED: Cllr Crawford SECONDED: Cllr Gilhome RESOLVED: That the minutes were an accurate record of the meeting. The minutes were signed.	
85	Statements and questions from members of the public None.	
86	Income & Expenditure Report Members noted the report that had been circulated prior to the meeting.	
87	Event Briefs for the St George's Day, International Food Festival and Christmas Artisan Market Members had received the draft briefs that had suggested amendments prior to the meeting. St George's Day PROPOSED: Cllr Wright SECONDED: Cllr Dunford RESOLVED: To agree the changes proposed and for a sentence to be added to the application form for traders/stall holders alerting them to the town council's preferred expectations around environmentally sustainable practices.	Deputy Clerk/Cllr Wright

	<p>International Food Festival</p> <p>PROPOSED: Cllr Wright SECONDED: Cllr Dunford RESOLVED: To agree the changes proposed and for a sentence to be added to the application form for traders/stall holders alerting them to the town council's preferred expectations around environmentally sustainable practices.</p> <p>Christmas Artisan Market</p> <p>PROPOSED: Cllr Wright SECONDED: Cllr Gilhome RESOLVED: To agree the changes proposed and for a sentence to be added to the application form for traders/stall holders alerting them to the town council's preferred expectations around environmentally sustainable practices.</p>	<p>Deputy Clerk/Cllr Wright</p> <p>Deputy Clerk/Cllr Wright</p>
88	<p>Terms of Reference for the Events Working Group</p> <p>Members had received the draft terms of reference prior to the meeting that had suggested amendments. PROPOSED: Cllr Dunford SECONDED: Cllr Gilhome RESOLVED: To agree the changes as proposed following the discussion.</p>	Deputy Clerk
89	<p>Working Group – Appointment of councillors</p> <p>It was noted that one member had resigned from the group. It was agreed that all members of the council would be invited to attend working group meetings.</p>	Comms/Events Officer
90	<p>Event Plan/Budget International Food Festival 5 July 2026</p> <p>Members had received the proposed event plan/budget prior to the meeting. PROPOSED: Cllr Dunford SECONDED: Cllr Wright RESOLVED: That the budget for £5279.34 was agreed.</p>	
91	<p>Town Map – Portway toilet block</p> <p>It was noted that the £10k had now been allocated from EMR for the notice board/map project. This can now be progressed.</p>	Cllr Gilhome
92	<p>Items for the next newsletter</p> <p>None noted. Any items for inclusions to be sent to the comms/events officer by 27 May 2026.</p>	Comms/Events Officer
93	<p>Agenda items for the next meeting</p> <p>None noted.</p>	
94	<p>Date of the next meeting</p> <p>8 June 2026</p>	

The meeting closed at 8.40 pm

Signed -----

Date -----