



North Hinksey Parish Council



Mrs Sharon Henley, Clerk to the Parish Council

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Seacourt Hall, 3 Church Way, Botley, Oxford OX2 9TH

Minutes of a Meeting of the Remembrance Day Committee held on Thursday 15th October 2020 at 7.00pm via Video Conference

Those Present: Cllr G Fairclough (Chairman), Cllrs L Berrett, A Dykes, A Rankin

In Attendance: Sharon Henley, Clerk

Members of Public: 0

1. Apologies for Absence: There were none.
2. Declarations of Interest in Items on the Agenda: There were none.
3. Approval of Draft Minutes of the Meeting on 3rd September 2020: Unanimously approved.
4. Questions from Members of the Public: None.
5. Progress to Date:
 - a. Final format of the service: Cllr Fairclough circulated an updated checklist. The service would have the same format as last year but without any hymns. There would be a reflection by the minister as there was no guest speaker, with the service starting at 10.50am and finishing by 11.30am.
 - b. Attendance List: Cllr Fairclough reported that this was coming together, with Dalton Barracks having agreed to supply the honour guard for the memorial, wreath laying and a South African representative. The RBL were unable to attend. There would be two representatives from Radio Cherwell in addition to the 35 total, but they would be situated away from the actual event. St John Ambulance would be contacted as a qualified medical person was required. The Fire Brigade to be invited to attend and lay a wreath and they may include a qualified first aider.
 - c. Event RA to be written by Cllr Fairclough and distributed. Reference to be made to the Vale DC, County Council and Environmental Health advice.
 - d. Arrangements for live broadcast and streaming: Radio Cherwell to broadcast live on the radio. Cllr Berrett had set up a Youtube Channel and Cllr Rankin to look at streaming with his camera. It was thought that data transmission could be a problem and a test run to be completed on site. Cllr Fairclough advised that the Lord Lieutenant was attending and was organising TV coverage but this was not confirmed.
6. Other Issues:
 - Poster were required for the front gate of Cemetery advising that it would not be open to public until 12.30 on Sunday 8th. Cllr Berrett to create poster.
 - The WI had allowed use of their car park but with the small numbers these could probably be taken into the cemetery.

- An A board would be required and Cllr Fairclough to investigate if one was available to borrow.
- Cllr Fairclough was typing up the service sheet.
- There would be no wooden crosses this year.
- Cllr Fairclough received a complaint from a Cumnor parishioner about the closed cemetery but had responded.
- Bugler on the 11th Nov – Cllr Fairclough to ask his contact at the silver band for a bugler. It was agreed to keep publicity to the minimum to avoid large crowds gathering. Cllr Berrett to agree a location for the bugler with Savills.
- Councillors Fairclough, Berrett and Rankin to attend on the day and individual tasks to be allocated prior to the event.
- Cllr Fairclough to send a note of Covid measures to all attendees a week beforehand, to include the service running order
- A run-through of video arrangements and setting out of spaces to be completed a week beforehand.

7. Any Other Information: There was none.

8. Date of Next Meeting: tbc. A further meeting will be arranged if required.

There being no further business the meeting closed at 19.38 hours.