



North Hinksey Parish Council



Mrs Sharon Henley, Clerk to the Parish Council

Tel: 07494 054581

E-mail: clerk@northhinksey-pc.gov.uk

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

Minutes of the Remembrance Day Committee held on Thursday 3rd September 2020 at 7.00pm via Video Conference

Those Present: Cllr G Fairclough (Chairman), Cllrs L Berrett, A Dykes, A Rankin (part of meeting) & D Kay (NHPC Chairman)

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 18th June 2020: These were unanimously approved.

Cllr Rankin arrived following this item and confirmed that he had no declarations of interest.

4. Questions from Members of the Public: There were none.
5. Progress to Date:
 - a. **Agreement on format of the service.** Cllr Fairclough confirmed that this service would be different from previous years due to ongoing Covid-related restrictions on social gatherings. The County Council had only given authority for 30 people to be present at the services and the gates to cemetery had to remain locked from 10am until 12.30 on Sunday morning. This was likely to be unpopular but the service should still go ahead. Cllr Fairclough to liaise with the Reverend on ways of shortening the service this year, eg by singing only one verse of hymns and music would be decided following discussion with the Reverend. A bugler had been asked to play The Last Post in The Square at 11am - Cllr Berrett to obtain permission from Savills. Teas in the WI Hall to be reviewed nearer the time, based on Covid restrictions at the time. It was thought important to include a speaker to ensure there was sufficient content to the service.
 - b. **Allocation of invitations to attend – limited to 30 persons.** A draft list of 30 attendees had been circulated to the Committee, primarily military, clergy and other organisations plus VIPs who would lay wreaths. The feedback from this had been that the Brownies should be included and there should be multi-faith provision. It was hoped to include members of the Parish Council and Radio Cherwell as organisers and Cllr Fairclough to check if the City Council would allow 30 plus guests. The invitation would be for one adult per child attendee. Cllr Fairclough was speaking to the Reverend to discuss how to accommodate a multi-denominational presence at the event. The Lord Lieutenant was sending a representative. Cllr Emily Smith from the Vale of the White Horse DC would also attend and they would both would lay a wreath. In previous years replies had not been received until October, so this would be discussed in more detail at the October meeting.

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- c. **Options for live broadcast:** Cllr Fairclough to speak to Radio Cherwell about possibilities for live broadcast. Options for video broadcast were discussed with Facebook live or the NHPC website both being possibilities. Cllr Berrett to enquire with Kitson Consulting about broadcasting on the NHPC website and also to investigate Youtube as the URL for the broadcast could then be distributed to the community. Cllr Rankin had his own equipment that could carry out a live broadcast and would record the service on the day. Still photos could also be taken during the video.
6. **Other Issues:** Cllr Fairclough suggested a short paragraph was written for the October edition of the Sprout to inform residents that the service would go ahead with reduced arrangements but that it would be live broadcast. The article to also state that the cemetery gates would be locked as discussed in 5a. Details to be added to the NHPC website by Cllr Berrett.
Signage: Cllr Fairclough to print off A4 laminated signs to put on the cemetery gates and around the parish from 1st November. Thirty service sheets were to be printed.
7. **Any Other Information:** The content of the service to be discussed in more detail at the next meeting. An article to be produced for The Sprout following the event and this could include wording from any organisations who may have otherwise spoken at the service.
8. **Date of Next Meeting:** Thursday 15th October at 7.00 pm via video conference.

There being no further business the meeting closed at 19.36 hours.