



## North Hinksey Parish Council



Mrs Helen Broughton, 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 21<sup>st</sup> October 2021 at 7.00pm in the Seacourt Hall and via video conference**

**Those Present:** Cllr Fairclough (Chairman), Cllrs Berrett and Rankin

**In Attendance:** Mrs H Broughton, Locum Clerk

**Members of Public:** 0

1. **Apologies for Absence:** Cllr Dykes
2. **Declarations of Interest in Items on the Agenda:** None
3. **Questions from Members of the Public:** None
4. **Progress to Date:**
  - a. Final format of the service: A draft had been sent to members of the committee and Reverend Richard Bugden.
  - b. Attendance List: All had confirmed attendance other than the military.
  - c. Arrangements for live broadcast and streaming: Radio Cherwell would be broadcasting the event to the hospital. The usual contribution of £300 would be given.
  - d. Event Risk Assessment: Cllr Fairclough would draft the Risk Assessment.
5. **Other Issues**
  - Cllr Fairclough would be sending a letter to all Councillors at the end of October asking them to participate. Volunteers from the Matthew Arnold School would also be available to help.
  - Cllr Rankin agreed to take photographs.
  - Cllr Berrett agreed to arrange for the printing of 300 programs.
  - Cllr Fairclough would contact the Bugler for 11<sup>th</sup> November and Cllr Berrett inform Savills.
  - The City Council puts boards down for those less able to have access, so no action was required.
  - Cllr Berrett would contact Cllr Dykes regarding chairs stored in her garage.
  - Cllr Berrett would arrange for design and printing of a poster to go on the gate, noticeboard and for social media and the website.
6. **Any Other Information:** None
7. **Date of Next Meeting:** TBC

The meeting closed at 7.378pm