 **North Hinksey Parish Council**

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**Minutes of the Meeting of the Remembrance**

**Day Committee held at 6pm on Thursday 27th**

**October 2022 via video conference**

**As it was held by Zoom this meeting was for information only.**

**Present:** Cllrs Dykes (Chair) Berrett, Rankin and Potter

**In attendance:** Linda Morrison Allsopp (Clerk to the Parish Council)

There were no members of the public present by Zoom or in person.

1. **Apologies for Lateness –** Cllr Fairclough
2. **Declarations of Interest -** none
3. **Approval of Minutes of Meeting of 6th October 2022**

 The minutes were proposed as a correct record and agreement was unanimous.

1. **Questions from members of the public – none**
2. **Progress to Date:**
3. **Final format of the service**

Last year’s Order of Service was being reviewed by the celebrants and Cllr Dykes had joined their meeting. The only major change, in the draft received, was a suggestion from the Jewish Community to make it more multi faith with a replacement wording for the second half of the Act of Penance. Cllr Dykes informed the meeting that Cllr Potter would be asked to highlight in her introduction that this was an ecumenical service and this year a Lutheran Pastor will be taking part.

There is a delay in the finalisation of the draft because the member of the group tasked with finding a poem is on holiday this week.

For printing the Order of Service needs to be ready at the end of next week to go to the Printers. Final version to be circulated to Committee Members for proof reading.

It was highlighted that the names in last year’s order of service had been replaced with xxxs

Cllr Fairclough joined the meeting.

The Clerk was asked to consult with Richard Budgen on the names to replace the xxxs.

 Mathew Arnold School are organising a pupil to read the names of the dead from the Parish.

 Clerk is sending all the information to the school and all the confirmed participants

 tomorrow. The draft order of service has been sent to the musicians so that they can practice

 the music and the Cemetery has confirmed that the chapel will be open for storage of

 instrument cases

1. **Attendance list**

Cllr Fairclough has a meeting next Wednesday, to which he has invited the Clerk, with an Officer from Dalton barracks. Subsequently he has had an email from a Staff Sergeant asking for a meeting tomorrow. Key thing is the Army has agreed to provide a guard of honour.

Spreadsheet has the names of who have been invited and their responses and Cllr Berrett ran through the responses. All had invites and chasers. Last year two attachés turned up without responding to the invitations.

Layla Moran had a verbal chaser. St John’s Ambulance need chasing. First Aid is a necessity. Cllr Fairclough sent the initial request but they are not good at responding. The Clerk was asked to go to the St John’s Ambulance website and find a local contact. Of the uniformed youth organisations, 15th Scouts are the only ones who have responded. 4th Scouts don’t come. Cllr Potter volunteered to chivvy the Guides Group. 2nd Botley Brownies should be added to the list and invited to attend. Cllr Dykes confirmed the Guides would attend.

Haven’t heard from the RAF or Navy Contingents. The RAF contact is no longer at RAF Benson but has forwarded the email but not provided a new contact address. Original contact details for the navy failed and the Clerk had to source alternative information so the invite to the Navy is quite recent. Have not come in previous years, but Clerk will repeat the invitation.

1. **Arrangements for live broadcast and streaming**

Email response from Cherwell Radio and as last year they want a donation and the email is in DropBox.

1. **Event Risk Assessment**

The Risk Assessment from last year is still valid.

1. **Other Issues:**

Request to Graham Sillman re moving the chairs and tables in Cllr Dykes garage being sent tomorrow. Discussion on Car Parking Permits printed on Pink Paper. Wording for the Notice to be sent to Cllr Berrett.

The Bugler West Way Square on the 11th. Cllr Fairclough has contacted the Bugler and will chase. Savills have given their consent.

Clerk was asked why only one poster was on display, she had not realised there were different posters. It was suggested for next year that the posters were more obviously different and a poster with both events.

Report will be presented to either November or December Parish Council Meeting.

1. **Any Other Information –** None
2. **Date of Next Scheduled Meeting:** TBC

**Meeting closed at 18.50**