



## Wimborne Minster Town Council

The Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

Minutes of the **Community Events and Liaison Committee** meeting held on  
**16 January 2024** at 7pm in the Committee Room at Wimborne Minster Town Hall, 37 West  
 Borough, Wimborne, Dorset BH21 1LT.

**Present:** Councillors: S Bartlett, D March (Town Mayor), A Roberts and S Wheeler.  
 Officers: L Harrison (Town Clerk) and G Mason (Community Events Liaison  
 Officer).  
 Members of the Public: none.

<b>CEL/2023/022</b>	<b>Apologies for absence</b> Apologies were received from Cllrs C Butter, C Chedgy, J Hart, L Hinks and B Richmond (business and non-business related). Cllr Wheeler proposed to accept apologies, seconded by Cllr Bartlett, all in favour. <b>Resolved: apologies for absence were approved.</b>
<b>CEL/2023/023</b>	<b>Declarations of interest and dispensations</b> Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).
<b>CEL/2023/024</b>	<b>Public Participation</b> None.
<b>CEL/2023/025</b>	<b>Minutes of the Committee meetings 8 November and 6 December 2023</b> Cllr Roberts proposed to approve the minutes of the previous Committee meeting on 8 November and 6 December 2023 as a correct record and signed by the Chairman (Local Government Act 1972 Schedule 12), seconded by Cllr Wheeler, all in favour. <b>Resolved: the minutes of the previous Committee meeting on 8 November and 6 December 2023 were approved as a correct record and signed by the Chairman.</b>
<b>CEL/2023/026</b>	<b>Forthcoming events</b> The itinerary, PR and ticket prices for the Town Mayor's Fashion Show event on 8 March were confirmed. It was agreed the Community Events Liaison Officer was to organise the administration of a prize draw for the event, and if that was not appropriate, a raffle. It was also agreed the Town Mayor and Community Events Liaison Officer were to organise a presentation that captured a historical narrative in images of the clothing being worn at the event and liaise with the Allendale Centre to see if this could be done at no extra cost. A draft poster and date for tickets on sale (week commencing 22 January) was agreed. The Town Mayor confirmed she would like to hold one more "information evening" for the event and was to liaise with the Office for a suitable date.

	<p>It was agreed the Community Events and Liaison Officer was to progress the Town Mayor's Civic Service arrangements in line with last year's event with an emphasise to secure the attendance of all councillors and partners. The Town Mayor was to draft the Order of Service with the Community Events and Liaison Officer and Verger at the Minster. A discussion took place around the announcement of attendees by the Town Crier and signing of the attendance record and it was agreed the Town Mayor would liaise with the Office about these matters.</p> <p>The D Day Anniversary Working Group meeting was discussed and the Terms of Reference noted. Cllr Wheeler proposed to recommend to Full Council the following:</p> <ul style="list-style-type: none"> <li>• officers were to confirm acts for the event and then a suitable location;</li> <li>• once the acts and location had been confirmed the Town Clerk was to submit a budget request for the event with the Finance and Governance Committee;</li> <li>• the event was to follow national guidelines, and</li> <li>• officers were to research the role of buildings in the Town during World War II and cost blue plaques that acknowledge this role with a unveiling event on the day.</li> </ul> <p>Seconded by Cllr Bartlett, all in favour.</p> <p><b>Resolved: the D Day Anniversary Working Grous recommended the following to Full Council:</b></p> <ul style="list-style-type: none"> <li>• <b>officers were to confirm acts for the event and then a suitable location;</b></li> <li>• <b>once the location had been confirmed the Town Clerk was to submit a budget request for the event with the Finance and Governance Committee;</b></li> <li>• <b>the event was to follow national guidelines, and</b></li> <li>• <b>officers were to research the role of buildings in the Town during World War II and cost blue plaques that acknowledge this role.</b></li> </ul>
<b>CEL/2023/027</b>	<p><b>Review of previous events</b></p> <p>The notes from the Christmas Lights wash up meeting were discussed, recommendations agreed and to be progressed by officers.</p>
<b>CEL/2023/028</b>	<p><b>Elections 2024</b></p> <p>A PR strategy for the forthcoming elections on May 2024 were discussed. Cllr Wheeler proposed to recommend to Full Council the following PR strategy to promote interest in the forthcoming elections:</p> <ul style="list-style-type: none"> <li>• officers were to organise information events that related to the elections, current matters of interest to residents and the Town Council's draft Strategic Plan consultation;</li> <li>• officers were to create a video with the help of councillors;</li> <li>• posters were to be created and issued around the town by officers;</li> </ul>

	<ul style="list-style-type: none"> <li>• officers were to push a social media campaign, and</li> <li>• the Office was to act as the liaison point for expressions of interest from members of the public and signpost with relevant information to support enquiries.</li> </ul> <p>Seconded by Cllr Bartlett, all in favour.</p> <p><b>Resolved: the following PR strategy to promote interest in the forthcoming elections was recommended to Full Council:</b></p> <ul style="list-style-type: none"> <li>• officers were to organise information events that related to the elections, current matters of interest to residents and the Town Council's draft Strategic Plan consultation;</li> <li>• officers were to create a video with the help of councillors;</li> <li>• posters were to be created and issued around the town by officers;</li> <li>• officers were to push a social media campaign, and</li> <li>• the Office was to act as the liaison point for expressions of interest from members of the public and signpost with relevant information that supported enquiries.</li> </ul>
<b>CEL/2023/029</b>	<p><b>Correspondence</b></p> <p>A request from Wimborne's Children's Centre for Cllr Webb to attend and judge a family bake off event in February (date to be confirmed) was discussed. Cllr March proposed Cllr Webb was welcome to attend the event as a resident but not as a councillor representing the Town Council, seconded by Cllr Roberts, all in favour.</p> <p><b>Resolved: Cllr Webb was welcome to attend the Wimborne's Children's Centre family bake off event as a resident but not as a councillor representing the Town Council.</b></p>
<b>CEL/2023/030</b>	<p><b>Date of next meeting and close of meeting</b></p> <p>The next meeting date was confirmed (5 March) and the meeting closed at 8.16pm.</p>

Signature of Chairman: .....

Date: .....