

<u>Agenda Item No</u>	<u>Summary of Issues Discussed and Decisions from Diamond Jubilee Meeting – Thursday 12th January 2012</u>	<u>Action by</u>
1	WELCOME Councillor Chris Wannell thanked everyone for coming to the meeting	
2	ELECT CHAIRMAN AND VICE CHAIRMAN Chairman – Councillor Chris Wannell Joint Vice Chairman – Liz Eastgate & Councillor Sue Hughes	
3	BUDGET The council has suggested a budget of £5,000, to include £2,000 for the Road Closure and Stage Hire, leaving £3,000 for the Working Party to utilise. It was agreed to apply to the Area Board for a grant.	Town Council
4	VISION Councillor Chris Wannell shared his vision for the event – It is a community event organised by the community, for the community. Would like to see a giant street party in the High Street, trestle tables, entertainment by local people. Stage by the Town Hall. <ul style="list-style-type: none"> ➤ Limited number of Trestle tables to be supplied by the Town Council, Ralph White to identify numbers ➤ ➤ Extra Tables – Susan Cooksley to ask around ➤ People bring their own chairs ➤ People can bring their own picnics ➤ Several groups could provide foods stalls, for people to purchase e.g. Rotary Club, Crumps, Bassett Bar & Catering, pubs, cafes ➤ Robert Collis has offered to supply a pig roast [information given by Bob Vaughan] ➤ Food stalls must have public liability insurance and food hygiene certificates as normal ➤ Risk Assessment will be undertaken by from Dave Houlden from the Town Council ➤ Acts invited to perform will be responsible for their own insurance 	Ralph White Susan Cooksley Bob Vaughan Robert Collis Town Council Town C

	<ul style="list-style-type: none"> ➤ Pubs to supply plastic cups. Ask the police for their help in visiting all the pubs ➤ Litter pick ➤ Road closure – Monday 4th June 2012, from 11.00am – 9pm. Event from 2.00pm – 8.00pm ➤ Fireworks display – ask Rugby club ➤ Publicity Co-coordinators –Councillor Sue Hughes & Town Council ➤ Woodshaw Association to help with distributing leaflets to houses on the Woodshaw estate ➤ Post Office – Free week to do a window display ➤ Arrange a carnival float to advertise the event. ➤ Can the Town Council flat bed lorry be used for the carnival float? ➤ Create a programme for the day ➤ Book Stage, Mark Parmenter & Horses 	<p>Town C</p> <p>Town C & Committee</p> <p>Town C</p> <p>Bob Vaughan</p> <p>Sue Hughes & Town Council</p> <p>Susan Cooksley</p> <p>Committee</p> <p>Liz & Sue Hughes</p> <p>Town C</p> <p>Sue Hughes & Town Council</p> <p>Town Council</p>
5	<p>FEEDBACK FROM TOWN COUNCIL FROM THE MEETING HELD ON MONDAY 18TH JULY 2011</p> <ul style="list-style-type: none"> ➤ The Bunting used for the Royal event can be used for the Diamond Jubilee event. It will be put up before the carnival day. ➤ ➤ The Town Council will help with the publicity [leaflets, programmes, banner & Community Magazine] ➤ Insurance – The Town Council will only be insured for items they supply on the day. ➤ Please read the “Celebrating in your Community” paperwork handed 	<p>Town Council & Chris W</p> <p>Town Council & Sue Hughes</p> <p>Committee</p>

	out, this is full of very useful information	
6	<p>OFFERS OF HELP</p> <ul style="list-style-type: none"> ➤ Sheila Dunn at the Memorial Hall – Sunday 3rd June 2012, Tea Dance 1.30pm-4.30pm & Wootton Bassett Orchestra, Last Night of the Proms Evening from 7.30pm ➤ Guild of Wiltshire Artist (Copy email to Liz) ➤ St Bartholomew & All Saints Church – Flower Festival ➤ Ask all churches if they would like to be involved? ➤ Wood turners (Copy email to Liz) – Possibility of using Awdry Bailey & Douglas courtyard for Health & Safety ➤ Involve Cadets, Rainbows, Brownies, Guides, Beavers, Cubs, Scouts ➤ Face Painter & Children’s Workshops. ➤ Chris Wannell advised that George Croxford, Head of WB School, The Head Boy & Head Girl would like to get involved ➤ Music teacher from WB School would like to get involved ➤ Contact Clarendon Players, WBLOS etc. ➤ Kids/Adults fancy dress competition ➤ Contact groups from the back of the Community Magazine ➤ Contact Schools & Performers ➤ Contact Preschools & after school clubs ➤ Contact Learning Curve Day Nursery ➤ Contact Sports clubs ➤ Contact Churches ➤ Contact Rotary Club and clubs alike ➤ Organise a Ball for the Friday or Saturday 	<p>Liz</p> <p>Janet Gilder</p> <p>Janet Gilder</p> <p>Liz</p> <p>Susan Cooksley</p> <p>Sue Hughes</p> <p>Chris Wannell</p> <p>Chris Wannell</p> <p>Committee</p> <p>Committee</p> <p>Committee</p> <p>Chris Wannell</p> <p>Sue Hughes</p> <p>Liz Eastgate</p> <p>Sue Hughes</p> <p>Janet Gilder</p> <p>Bob Vaughan</p> <p>Liz Eastgate</p>

	<ul style="list-style-type: none">➤ Committee to have a stall at the Community Forum, to advertise the event, which is being held on Saturday 4th February 2012 10.00am - 12.00 at the Memorial Hall➤ Town Council have flags left over from the Royal event, to sell	Committee Town Council
7	DATE OF NEXT MEETING Wednesday 1 st February 2012	