



North Hinksey Parish Council



Miss Emma Gordon, Clerk to the Parish Council

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Minutes of the Meeting of the Remembrance Day Committee Meeting held at 7pm on Thursday 20th July 2023 in the Seacourt Hall and via video conference

Those present: Cllrs Rankin(Chair), MacKeith and Kay

In attendance: Emma Gordon (Clerk to the Parish Council)

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

Cllr Kay has substituted Cllr Berrett for the purposes of this meeting.

- 1. Apologies for Absence-** Cllr Berrett and Johnson
- 2. Declarations of Interest-** None
- 3. Election of Vice Chairman of Remembrance Day Committee –**

Motion: Cllr Kay proposed Cllr MacKeith. Seconded by Cllr Rankin.

Passed: Cllr MacKeith elected as Vice Chair

- 4. Questions from members of the public –** None

- 5. Agree outline plans for 2023 Service -**

Discussion: About reaching out to different faith groups.

Review: Cllrs referred to previous order of service and invitation lists and identified where details may have changed for the benefit of the new Clerk.

Agreed: To keep all the same hymns and order of the service the same as last year.

Agreed: BNHP councillor roles, new Chair (Cllr Berrett) will do welcome speech and Cllr Rankin will take responsibility for Incident management.

- 6. Agree actions required and allocation of tasks -**

Action: For Clerk:

- Event plan – remove covid 19 restrictions
- Invite two pupils from Mathew Arnold School to do readings
- Ask Radio Cherwell to do the sound again
- Invite same brass band and soloist as last year
- Use invitation spread sheet from last year for invites but do not contact till end of August/early Sept
- Look into whether there are there any Ukrainian groups that could be invited
- Contact G.Sillman to establish if he will deal with chairs and boards again
- Contact WI to see if they would offer teas/coffees and biscuits again
- Contact K.Minns for parking on the industrial estate

- Be sure to communicate to different groups where their designated parking is
- Send out form in early October asking volunteers what they want to do
- Ask Ex Cllrs and G.Sillman if they may be interested in helping on the day
- Printing of Order of service ourselves

Discussion: About the order of the wreath – Needs to be discussed in more detail.

Discussion: On who to invite to speak and on the theme.

Agreed: Cllrs would like the theme to be around the topic of “The history of Oxford as a place where refugees come in a time of war.” 5-10 minutes. Cllrs will agree to speaker by email.

Action: Cllr Mackeith to ask Malcolm Graham (county historian) for suggestion on a speaker.

7. Any Other Information – None

8. Date of Next Scheduled Meeting:

Agreed: An additional meeting is required in September.

New meeting date: 7pm on Thursday Before the 7th September Planning Committee Meeting.

Action: Clerk to remember to report additional meeting at the next meeting Full Council Meeting on 27th July