



Botley and North Hinksey Parish Council (BNHPC)



Miss Emma Gordon, Clerk to the Parish Council

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Minutes of The Remembrance Day Committee (RDC) Meeting 7pm on the 7th September 2023

Councillors Present: Cllrs Rankin, Berrett, Johnson and MacKeith.

In attendance: Emma Gordon (BNHPC Clerk) only.

On Zoom: None.

1. Apologies for Absence: None.

2. Declarations of Interest: None.

3. Approval of minutes from previous meeting: Minutes from Meeting held on 20th July were **approved.**

4. Review Actions from previous meeting minutes:

Actions from last meeting were discussed:

- Clarification was given on what students from Mathew Arnold would be doing: 2x traffic, 2x assistance for the elderly and disabled, 2x parking marshals and 2x students to be readers.
Action Clerk: Find out the names of the readers.
- Clerk ran through her actions so far and showed her tracker document and what documents she had managed to find. **Action Cllr Rankin:** to email the Clerk with any documents she has not already found.
- Graham Sillman is confirmed to collect and set up chairs from Anne Dykes Garage.
- Oxfordshire Youth are confirmed to play the music.
- Permission is needed to host the event at the cemetery and to open the chapel for the band.
Action Cllr Berrett: To ask Graham Fairclough about getting these permissions.
- The Order Of Service(OOS) was confirmed to stay the same. **Action Clerk:** To send OOS to Mark of Oxfordshire Youth Brass.
- Councillors discussed contributions to the WI for their tea and coffee. **Agreed** to repeat the same arrangement as last year.
- There was a conversation around previous years budget. **Action Clerk:** To find the detailed Remembrance Day budget from 2022.
- Cllr MacKeith has contacted local historian Malcolm Graham. He recommended that the theme about refugees would not be appropriate for this event. However he has proposed to research and deliver a new speech covering local soldiers who are buried in the Osney cemetery. **Action**

Cllr MacKeith: To go back and invite M.Graham to do the research and present the speech on the day.

5. Questions from members of the public: None

6. Agree next steps for 2023 Service:

- **Action Clerk:** To arrange to meet G.Fairclough to get a more in-depth knowledge of how the event is run.
- The Councillors agreed that they would like to reach out a wider faith group. **Action Cllr Berrett:** To share Monowar Hussain contact details with the Clerk. **Action Clerk:** To invite him to speak at the ceremony.
- **Action Clerk:** To reach out to St Johns Ambulance to attend event to keep visitors safe in case of an accident.

7. Agree actions required and allocation of tasks:

The above actions were agreed and further actions included:

- **Action Clerk:** To email out the volunteer list for councillors to fill in prior to the Full Council meeting, with a reminder in the Clerks Report at the meeting.
- **Action Clerk:** To update all documents for the next RDC Meeting.
- **Action Clerk:** Print OOS in time for final meeting. (Note to change name to BOTLEY & NH.)
- Need posters to go up soon. **Action Cllr Berrett:** To find a copy of poster and arrange for these to go up in the Parish.
- **Action Clerk:** To finalise the OOS at the October meeting.

It was also noted that every year BNHPC arrange a bugler to play in the West Way Shopping Centre on the 11th. **Action Clerk:** To find the contact for who is usually invited to play and invite them again.

Action Cllr Berrett: To contact Savills to arrange permission for the bugler to play.

8. Any Other Information: None.

9. Date of Next Scheduled Meeting: 5th October 2023.