



Minutes
Remembrance Day Committee Meeting
5th October 2023

Key
Agreed = green
Motion not passed = grey
Action = yellow

Present: Cllrs Rankin (Chair), Berrett and Johnson

In attendance:

In person: Emma Gordon – BNHPC Clerk.
On Zoom: None.

1. Apologies for Absence: Cllr MacKeith.

2. Declarations of Interest: None.

3. Approval of minutes from previous meeting:

- Meeting minutes from 7th September – To be approved by Committee.

Meeting minutes agreed as accurate.

4. Questions from members of the public: None.

5. Update from Clerk on progress so far:

- Update on invitees, confirmed and outstanding.

Clerk went through the invitation list highlighting status of invitees. The Clerk has had some issues getting responses from Dalton Barracks, RAF Benson and the Royal Navy.

- Update on permissions.

Parking arrangement and parking permits were discussed.

Action Clerk: To arrange a dry run walk through with Oxford City Cemeteries department, the War Grave Commission and Cllrs Rankin, Berrett and Johnson.

- Update on who will be delivering the service.

Clerk updated on progress.

Clerk is in communication with Rev Richard Budgen. He will lead in organising of the clergy and delivery of the service. Still awaiting engagement from Imam Monowar Hussain.

- Update on suppliers/collaborators, confirmed and outstanding.

Clerk updated on progress.

Cllr Rankin usually takes the picture but will not take many this year.

- Update on which documents are now ready for 2023 use and what documents are missing.

Clerk ran through documents – highlighting areas for clarification and getting feedback where relevant.

Action Clerk: To ask Radio Cherwell if they will be sharing the broadcast with BBC Radio Oxford.

Current Councillors will be invited to volunteer on the day. Depending on uptake we may need to reach out to ex councillors.

Action Cllr Berrett: To prepare the initial address.

Action Clerk: To purchase five more wreaths and more donation tins.



Botley & North Hinksey Parish Council



Miss Emma Gordon, Clerk to the Parish Council

Tel: 01865 861922 or 07494 054581

E-mail: clerk@northhinksey-pc.gov.uk

Parish Office, First Floor, 5 Church Way, Botley, Oxford OX2 9TH

Action Clerk: To ask Graham Silman where tables are sourced.

- Update on issues to do with Health and Safety of the public.

Clerk has had trouble engaging St Johns Ambulance through existing contact channels, will try through online form.

Action Clerk: To update the Risk Assessment.

- Update on progress made for West Way Bugler – 2 minutes silence.

Clerk updated on progress

Cllr Berrett has asked Mace and Savills for permission.

Proposal by Cllr Rankin: "To apply a 50% increase to the WI for delivering tea and cakes after the ceremony."

Seconded by Cllr Berrett.

Vote: In favour (Unanimous) **PASSED**

6. Agree next steps and keys dates:

Actions from this and previous meeting were reviewed.

Additional actions included:

- Posters will be the invitation to the public and will be printed and put on all the noticeboards two weeks before the event. They will also go on the website and on facebook.
- There will be a special mention that people with mobility issues can apply for a parking permit for the cemetery.

7. Any Other Information: None.

8. Date of Next Scheduled Meeting: 2nd November 2023.

Meeting finished 20:02

DRAFT