

Working Group		PPWG				
Strategy	Action	By whom	Resources Reqd	Progress	Review Date	Completion Date
Promote Oakham as an attractive place to visit and live.	Meeting to appoint a chairman and discuss the year ahead	S A Wadsworth T Carr V Howard	Tracy's house	V Howard appointed chairman It was decided we would work with the already booked bands. Invite scouts/guides to provide teas. Organise entertainment for the children including face painter for queens birthday.		12th June 2016
	Meeting to review the band concerts so far	S A Wadsworth T Carr V Howard	Cutts close	Feedback – to change start time of bands next year to 2.30 Organise entertainment for the children including face painter for final band concert/fun day.		6th July 2016
	Review band concert and plan	S A Wadsworth T Carr V Howard	Tracy's house	Book bands for every Sunday from 18th June -20th August = 10 bands at £300 each 18th June fathers day/fun day “petrol,pork and pint” organise hog roast (VH) car rally (VH) Bar (VH)		
	Sunday band concert promotion	PPWG	Council chamber	To order banners advertising sunday band concerts x 2 paying no more than £70 + Vat each. Order reprint of Oakham leaflets.		March
	Rutland independence celebration			To purchase 10 Rutland flags £5 each = £50, and 6 strings of bunting. To organise the putting up and taking down of flags and bunting £200 + £500		March
	Meeting of newly appointed Fathers day/band concert revisited	V Howard M Haley S A Wadsworth	Council chamber	S A Wadsworth appointed new chairman		Mid May
	Tender for icecream seller and fair					
	PPWG Meeting held 4th Mar	J Lucas S A Wadsworth A Lowe M Haley A Greaves	Council chamber	Hue and Cry discussed, report to be presented by A Lowe at next council meeting Father's day band concert 18th Jun – wrinkle rock booked, vintage cars booked, Grainstore booked, Lions barbecue booked. Armed forces day 25th Jun – Work with events organiser Holly from Tesco with view to providing themed activities Christmas tree switch on 3rd December - Awaiting a reply from Rutland concert Band to perform christmas music - Adam to organise Mulled wine/chestnuts at a cost of £150 including wine licence - to contact lions about santa sleigh - 6.30 start 7.00 switch on all finished by 8.00.		May-17
	Risk Assessment meeting 10th	S A Wadsworth M Haley	Cutts close	Risk assessment forms completed for 18th June To purchase 4 hi-viz waistcoats with OTC printed on the back at a cost of £6 each		Completed
	Promote Oakham as an attractive place to visit and live.	Meeting: May 16th 2017 6:15	S A Wadsworth J Lucas A Lowe		Sally-Anne, continues to be Chairperson with full support of the Cllrs present.	
				Shelter needs a clean out and audit of contents. SAW will drop an e-mail round asking for volunteers to help. Suggested date and time, June 18th at 10am.		18-May-17
				Hue & Cry, G Greg not available to put gazebos up, AL to ask Allison if Joe Phillips can be asked to do this. They need to go up by 930am, event starts at 12 noon with the first race at 130pm. SAW & AL will manage the gazebo in the Market Place. The Pillory so far has only Joyce and possibly Michael prepared to take a slot, other volunteers requested to support the Hue & Cry.		18-May-17

			First EVENT of the year is Father's Day concert and Fund Day, this is as per previous reports and only need to add that it would be good if all Councillors can help support this and other Town Council events, if only by just turning up. The only major additional proposal for this and the other two EVENTS is for a Town Council gazebo be put up and manned by Councillor, with boards on display with pictures and details of what the Town Council does do. Any volunteers please contact SAW. Michael Haley is helping to marshal the classic cars, SAW has also encouraged owners of vintage cars, via social media, to attend. The Town Council have invested in some Hi-Vis OTC vests for Councillor to wear.		June 18 2017
			Second EVENT of the year, the Armed Forces Day, OTP, TESCO and the local barracks are all involved as per previous reports. All Councillors welcome again.		
			Band concerts will be running every weekend except one (proms in the park event) as per the previous schedule, their timings are 230pm to 430pm. Can we have some Councillors to help host these please. Allison and SAW will co-ordinate the dates and names.		
			SAW has picked up the design of posters for the season with her daughter and will ensure that the Rutland Times get them, Joyce will continue to place them in the notice boards, SAW will ensure they go on social media and Allison will populate the dates and posters onto the OTC website.		
			Third EVENT and end of the concert season, ideas that came out, 12noon to 5pm. OTC provide Bouncy castle, assault course, face painting, Allison will sign off the works orders once the Council agree to the expenditure from the PPWG budget of up to £900 for these items. SAW will liaise with the Lions and Grainstore with a view to this event following the successful format as last year.		
			After the last concert, the BUNTING needs to come down, Allison will raise a works order accordingly.		
			The idea of an OTC promotion gazebo with Town Council information that a know your Councillor poster is produced with a photo of all the Councillors, these pictures will be taken at the next meeting and used on the web site as well.	Never happened in the 2017 season	
			Christmas Tree, SAW and AL will obtain some quotes to present to Council.		July meeting
			December 3rd, Christmas Tree Light Switch On, mulled wine, chestnuts, mince pies and stollen pieces, £150 budget for that from PPWG. Rutland Concert Band will perform with some singers (choir) singing Christmas Songs, need a gazebo, so Allison will be asked to works order G Gregg to sort on the night, pick up, put up, pack up and put away please. Switch on event starts at 630pm, switch on at 7pm by Mayor, finish at 8pm. Candy canes to bought for the Mayor to hand out as well. SAW to approach Lions about Santa Float attending, SAW & AL to explore potential hand bell ringers to attend.		
			December 11th, Late Night Shopping. Suggested promo boards and Councillors in the Chamber with wine, mince pies etc. for passing visitors, this is an opportunity for the Council to truly engage in a most light-hearted and welcoming way. Budget of £250 be set aside from PPWG budget for this event.		
			Heritage Trail Leaflet, suggested by JL that OTC take this on. Prices to be obtained from Quoin by AL.	Artwork £50.00 Printing of 10000 @ £825.00 Run Ons @ £55 per thousand (ordered at the same time)	

				Question for the mayor, is the Mayor going to continue with the monthly writes up to the Rutland Times as per last year's Mayor, it is an ideal opportunity for keeping the public informed about what the Mayor and the Council are up to and about.		
	Meeting end 928pm			Green Flag, if OTC agree to continue this promotional recognition project perhaps this year a photo opportunity when it is signed off by Green Flag there is a photo opportunity taken of the Mayor raising the flag and promoted in the paper.		
Promote Oakham as an attractive place to visit and live.	Meeting 20th June Started 625pm	S A Wadsworth J Lucas ALowe				
		Sally-Anne	Office	Traditional Irish Band for the end of the season 12noon - 230 £250 - funday. 20th August	Did not happen	
		INFO ONLY		16th 23rd 30th July Scouts are doing teas, coffee & cake. NO COST - extention lead from shelter, located near the shelter.		
		ALL		LNS will be switch on. TWO teams, a) Outsiders (Adam organisor) SAW to liase with Carolyn Acton b) Insiders (Joyce organisor) - This may have changed again as RCC, OTP, SAW and MH have now agreed with the December 3rd for light switch on as a stand alone event. No still on LNS		
		Michael Haley covered this event at short notice.		July 16 Martin Hosting - 36 Chairs RCB		
	Meeting Ended 705pm	Adam Lowe		Giveaways - postcards, pencils, prices to be obtained by AL to QUION	Postcards - 1000 @ £59 + VAT 1500 @ £69 + VAT 2000 @ £79 + VAT Pencils £236.00 per 1000	
	Meeting 7th September Started at 615pm	SA Wadsworth, J Lucas, A Lowe				
				Review & discuss 2017 concerts. SAW reported positive feedback. The Fathers Day, Armed Forces and Last concert were most popular. Request for more variety, perhaps more vocals.		
		SAW will pick bands diary. AL will pick RCB.		Discussion around 2018 concerts. Same level /number of events these to be confirmed by Jan 2018. SAW will source and produce a provisional diary. AL will contact RCB about when the PROMS are happening. Wrinkle Rock would be on the list for sure. Kick off mid June 2018 (Fathers Day). Holly (TESCO) SAW look into Armed Forces event as well.		Jan-18
		AG		Removal of bunting. Allison to request bunting to come down.		
				Late Night Shopping 2017 - Paper cups & Napkins - Council to VOTE to this expenditure. Include yellow napkins, £100 (maximum) PPWG will need volunteers now if the chamber is going to be open on LNS. Looking to the Cllrs for any ideas what should be displayed if the Chamber is open. Volunteers, NAMES, contact Sally Anne Wadsworth direct.	500 units @ £233.92 Napkins max £100	





