

BEARSTED PARISH COUNCIL

Minutes of the Communications and Community Committee meeting of Bearsted Parish Council held at KGV Memorial Hall, Bearsted on Wednesday 25th January, 2017

Present: Cllrs Dan Conner (Chair)
Tony Ryan (Vice Chair)
Richard Ash
Fiona Redman
Ms Barbara Dunford

There were no members of the public in attendance. The minutes were recorded by Mrs Sarah Lewis in the absence of a clerk.

REPORTS FROM MEMBERS OF THE PUBLIC

There were no reports.

1. Apologies and absence

Apologies were received from Cllr J Hughes (family issues) and Cllr Young (family issues) and were accepted.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

Cllrs Conner and Ryan declared an interest in item 5 and as such will abstain from any vote. The register of Declarations of Interest will be updated accordingly.

ACTION: DC / TR

3. Minutes of the last Communications & Community committee meeting.

Were **agreed** as a true record and will be duly signed at full council meeting on 7/2/17 as no paper copy was available.

ACTION: DC

4. To co-opt members of the public onto the committee.

This item was **agreed** as void.

5. Events

Feedback on 2016 events:

The licence for selling alcohol was discussed in respect of events held on the Green Farmers. A previous email from the Farmers Market manager Annette Lebreton, was revisited explaining. Clarification needed as to whether to apply for a full licence under Bearsted Parish Council's name at a cost of £100 rather than adding a variation to the existing licence at every event requiring such facilities. The rules surrounding the application were briefly discussed. Cllr Redman will email Annette for further information. Should the named licensee issues previously addressed now be resolved regarding the application it was unanimously **agreed** to apply for the licence.

ACTION: FR

Minute Reference:

A discussion took place into the grading of events in terms of organisation and levels of work involved. It was agreed that whilst some events have an existing successful template, others need further consideration. The issue of event management was raised and the possibility of employing an event management company. Enquiries will be made with neighbouring parish councils that organise events with a management company and Cllr Redman will make some event management enquiries. Should the entire task be outsourced, a suggestion of a commercial model was recommended with the fee waved in favour of profits for payment.

ACTION: ADMIN / FR

The possibility of incorporating a lot more involvement and planning into the roles of the new admin staff once the positions have been filled was welcomed and this will be considered when drawing up any job specifications.

Events for 2017:

It was suggested that key lessons were taken on board in respect of events going forward.

Fireworks: Recommendation was made for the imminent planning of the fireworks event in order to secure services. The value of paid security provision for certain events such as Firework night and the Christmas Fair was highlighted, in particular connection to crowd control and parking management. It was **agreed** to book Pheonix for the fireworks display on Friday 3rd Nov and to provide them with a specification to follow regarding the fireworks display. The issue of the requirement of further food outlets for the event was discussed and will be investigated. It was unanimously **agreed** to employ paid labour for the necessary work involved in setting the event up.

ACTION: PY

Event for older generation: Feedback for the older generation event has been very successful and it was **agreed** to keep this event in house but with a possible future charge to participants.

Event for younger generation: A discussion took place regarding an outdoor sports event for younger residents to be held in the summer. Suggestion was made to liaise with the Cricket Club for a joint event. Cllr Connor will make contact in this respect.

ACTION: DC

A brief discussion was had regarding the summer playscheme and it was **agreed** continue as is previously with relevant admin and payroll support.

Christmas Fair: Health and Safety planning was discussed with respect of the fair and it was agreed that a planning meeting should be held and advertised for public participation via social media platforms. A brief report on the learning outcomes from the last fair will be provided.

ACTION: BD

The issue of volunteers to help at events was discussed and it was suggested that the committee attempt to recruit members of the community who are willing to help and in particular first aid provision.

6. Annual Parish Meeting

The committee were informed that the Annual Parish meeting is to be held on Wednesday 3rd May, 2017. The large Hall at Madginford Community Centre has been provisionally booked. Cllr Ryan and Ms Dunsford are happy cater for the meeting. Suggestion was made for local organisations to do a brief presentation to members of the public.

Cllr Redman will locate the file regarding the organisation of last year's meeting in order to plan ahead.

ACTION: FR

7. Community Matters

The play scheme 2017 had previously been discussed.

It was suggested that the newsletter be tasked to the new clerk to go ahead in March. Distribution will be tasked to the company that has been used before. A brief discussion was held regarding the website. It was highlighted that certain documents need to be displayed and a list of such will be supplied. It was suggested that control of the website and social media platform contents should be tasked to the new admin team.

ACTION: ADMIN

8. Finance

Budget monitoring. This was deferred for the full council meeting on 7.2.16.

9. Matters for Information

School Logo Competition 2017: A competition to be held for local schools to design a new Parish Council logo. Cllr Conner will email the school.

ACTION: DC

The expansion and development for Farmers Market was deferred to the next meeting and an email will be sent to Annette asking her to attend on 22nd February 2017 at the KGV meeting rooms.

10. Future agenda items

LGA (1972) S101 'Power of Delegation' to be raised at the next full council meeting in respect of the Community and Communications committee.

Social media.

Correspondence.

11. The date of the next meeting will be Wednesday 22nd February at the KGV meeting rooms.

There being no further business to transact, the meeting ended at 21:31

Signed..... Date.....