

## BEARSTED PARISH COUNCIL

### Minutes of the Communications and Community Committee meeting of Bearsted Parish Council held at KGV Memorial Hall, Bearsted on Wednesday 26 April 2017

Present: Cllr Dan Connor (Chair)  
Cllr Richard Ash  
Cllr Jonathan Askin  
Ms Barbara Dunford  
Cllr Fiona Redman

There were no members of the public in attendance. In the absence of a clerk, Sarah Lewis took the minutes.

#### **REPORTS FROM MEMBERS OF THE PUBLIC**

There were no such reports.

**1. Apologies and absence**

Apologies were received and accepted from Cllr Ryan (illness) and Cllr Young (work commitments).

**2. Declaration of Interests, Dispensations, Predetermination or Lobbying**

Cllr Dan Conner expressed an interest in item 9 as a relative of a member of the Cars on the Green management company.

**3. Minutes of the Communications and Community committee meeting held on 29<sup>th</sup> March 2017.**

The minutes were signed, with a small amendment, as a true and accurate account.

**4. Events**

Farmers Market:

A report was given to update the committee. Some discussion ensued regarding the times of market trading, however it was agreed to keep the current stall times as they are because of potential safety issues with cricket matches held on the green.

The relaunch of the market as 'Market on the Green' was agreed and it was agreed that pitch fees will increase from £12 to £15 to help cover costs of portaloos which the council will be providing for stall holders.

**ACTION: CLERK**

The committee are looking into online application forms for stall holders.

Banners and posters for the relaunch will be sourced by Ms Dunford and advertising will be placed on social media platforms and noticeboards.

**ACTION: MS DUNFORD**

A brief discussion ensued regarding the request for existing stall holders to be offered preferential pitches at other events. It was felt however that the opportunity to book pitches at these events is readily available and to offer such privilege would be unfair to other potential stall holders.

Moving forward, it was agreed that a new market policy will be drawn up with more specific Terms and Conditions set out in line with obtaining a market trading license and an annual review of the Market Manager job description would be carried out.

**ACTION: CLLR ASKIN / CLLR REDMAN**

Fireworks 2017:

A report on the progress of planning this event was noted. The issue of the Event Plan and other preparation will be discussed in July.

**ACTION: CLERK**

Event for older generation:

This item is ongoing.

Event for younger generation: –

It was reported that the Bearsted Woodland Trust are acceptable for the use of their land for the event and are keen to be involved. A tentative date of 10<sup>th</sup> August 2017 has been booked. The need for an Event Plan, risk assessment and insurance contingencies were discussed and Cllr Askin will now lead on this event

**ACTION: CLLR ASKIN**

Christmas Fair

To be discussed at item 12.

**5. Annual Parish Meeting**

Updates were received. The committee agreed on a format similar to last year's meeting with some extra content. Each committee chair will present a brief report on achievements during the past year and the Chair of the council will include a brief presentation.

The event is to be advertising on social media.

**6. Community Matters**

Play scheme 2017:

The budget of £7000 for this event was discussed and it was agreed to keep the fees in line with last year's at a cost of £7.50 per day. An online booking and payment system will be set up. The clerk will liaise with Cllr Young and the playscheme leaders.

**ACTION: CLERK**

Newsletter :

It was agreed that the newsletter would be distributed after the APM to include news from the meeting. Delivery is scheduled for the end of May/June.

**ACTION: MS DUNFORD/CLLR RYAN**

Website:

The clerk will investigate the update of standing orders and policies and procedures which should be on the website.

**ACTION: CLERK**

Premises License for the green:

This matter is being actioned by the Farmers Market manager. An update will be requested.

**ACTION: CLLR REDMAN**

Market Trading Licence:

This item has already been covered at item 4.

**7. Finance**

Budget monitoring:

This was discussed and it was agreed that this item will be a standing agenda item going forward. A better break down of expenditure against budget would be useful going forwards..

**8. Downs Mail page.**

A discussion ensued with agreement for the needs of reports to showcase the achievements of the council and its committees and not just report the meeting. Suggestion was made to the matter being a standard agenda item at all committee meetings in order that each committee can agree to highlight what they wish to see in the feature. This initiative will be put to full council for agreement and the Clerk will be the main point of contact for the Downs Mail.

**ACTION: CLERK**

**9. Request from Bearsted Events CIC for use of the Elizabeth Harvie field, access to the electricity box opposite The White Horse and use of high viz vests during the Music on The Green event.**

Agreement was made with a vote of three in favour and one abstention to allow the requests, however stipulation should be made for sufficient stewarding for access to the Elizabeth Harvie field for parking and appropriate traffic management and signposting to the car park. Reminders will be made not to overload the electricity box.

**ACTION: CLERK**

**10. Matters for Information**

School Logo Competition 2017: This matter is ongoing  
Logo strapline: This matter is now obsolete.

**11. Future agenda items**

Standing Agenda Item: Down's Mail.

**12. Opening of Tender Bids for Christmas Market**

Tenders from 2 Event Management companies were opened according to protocol and examined. A discussion took place regarding the tenders and it was felt that the committee needed further time to scrutinize the documents in relation to the tender invitation document. The clerk will scan and circulate the tenders to committee members along with the invitation to tender and any additional enquiries or questions will be routed through the clerk. Discussion took place as to pitch prices which was agreed to be placed as an agenda for next FC meeting. The clerk will send a receipt to both tender applicants

**ACTION: CLERK.**

**13. Date of next meeting**

The next Communications and Community committee meeting will be held on Wednesday, May 24 2017 at King George V hall, at 19:30hrs.

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

Signed as a true record:

Date: