

BEARSTED PARISH COUNCIL

Minutes of the Communications and Community Committee meeting
of Bearsted Parish Council held at KGV Memorial Hall, Bearsted on
Wednesday 22 November 2017 at 7.30pm

Present: Cllr Paul Young (acting Chair)
Cllr Fiona Redman
Cllr Tony Ryan

Also in attendance was the assistant clerk Erin Sugden, no members of the public were present.

REPORTS FROM MEMBERS OF THE PUBLIC

There were no reports.

1. **Apologies and absence**
Apologies were received and accepted from Cllr D Conner and Barbara Dunford.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
There were no such declarations.
3. **Minutes**
The minutes from the previous meeting held on 27th September 2017 were agreed as a true record and duly signed.
4. **To consider any issues arising from the last minutes.**
-Cllr Ryan spoke to M&B foods with the view of them having a stand at the Market on the Green from 2018.
-Cllr Redman to seek advice of a member of the public about footfall at the Market on the Green.
5. **Events:**
Market on the Green- Matters for this event were postponed due to additional information not having been received.

Fireworks- The fireworks event was a success and all costs were covered. A full evaluation of the event will be put together by the assistant clerk.

ACTION: ASSISTANT CLERK

It was proposed and agreed by the committee that the council should look at hosting the fireworks event again, pending resolution of event management. Assistant Clerk to look for quotes for firework companies for first Friday of Nov 2018.

ACTION: ASSISTANT CLERK

Christmas Fair-

Cllr Redman has informed the committee that Joules are able to provide 3 quotes for some of the services put out to tender for the event. Cllr Redman will send these through to the admin team

ACTION: CLLR REDMAN

It was reiterated that during the previous full council meeting (Minute 133/9) a resolution was passed for the financial regulations to be suspended for this event only.

This was in view of the fact that the clerk's office was not in direct contact with suppliers as this was being managed by Jouels the event management company.

It was suggested that the Jen Clean should be requested to attend the green after the Christmas Fair to litter pick. It was proposed and was unanimously agreed by councillors.

ACTION/ADMIN

A debrief meeting of the Christmas Fair to be arrange to seek feedback from Joules and then look how improvements could be made.

ACTION: ADMIN /CLLR REDMAN

6. Overall event management

The council would like to formally thank Barbara Dunsford for all her help over the years after it was reported she will be stepping down from January 2018. However Barbara and Cllr Ryan would like to continue to organise the Old Time Music Event.

It is felt by many members of the Communications and Community Committee that the events that the Parish put on are very time consuming and conflict with other commitments that councillors have. Discussion was had about solutions to resolve this concern.

Admin suggested that they continue to look after play scheme, fireworks, and to support Christmas Fair but the specification of the roles would need to be very clear.

The committee feel that more support is required by all councillors from all committees as representatives of the Council.

A suggestion was that a working group for the Christmas Market made up with a Representative from the Communications and Community, Environment and Finance Committees would be helpful to prevent issues arising and quick solutions being found.

A resolution for the overall event management will be taken to full council.

ACTION: ASSISTANT CLERK

7. Community Matters

a The newsletter will be put together in the New Year by the Clerks office and will feature articles about all the autumn and winter events. Details of the newly appointed councillor will also be included. Cllr Ryan and Barbara to pass on details of the newsletter to admin.

ACTION: ADMIN/CLLR RYAN/BARBARA DUNFORD

b. Assistant Clerk looking in to moving the current website to EIS Word Press. Further update will be given at the next meeting.

8. Village Green

Postponed due to further information required.

9. Downs Mail

Details about the Christmas Fair to be included and a message from the Parish Council to the community and residents wishing them a merry Christmas.

10. Social Media

With Barbara leaving the committee there will need to be a hand over the social media accounts to the Clerk and Assistant Clerk at the end of December. The Clerk's office will continue to update social media but will need assistance during busy periods. This will be discussed at the next meeting.

11. Correspondences

John Lawson confirmed he was in agreement with the conditions of using the Green in April.

12. Matters for Information

Expenditure against Budget report will be reviewed after the Christmas Market.

13. Future agenda items

Market Manager Role
Village Green- Premises license, hire policy and sale of alcohol
Expenditure against Budget report

14. Date of the next meeting

The date of the next meeting to be Tuesday 30th January, 2018.

There being no further business to transact, the meeting ended at 9.05pm

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