

BEARSTED PARISH COUNCIL

Minutes of a Communications and Community Committee meeting of Bearsted Parish Council
Held at **KGV Memorial Hall, Bearsted on Wednesday 17th February 2016 at 7.30pm**

Present:

Cllr Fiona Redman

Cllr Richard Ash

Cllr Tony Ryan

Cllr Paul Young

Cllr Dan Conner (Committee Chair) – arrived after meeting had started

Mrs Barbara Dunford (co-opted committee member)

There was one member of the public present.

The meeting was chaired by Cllr Fiona Redman until Cllr Dan Conner arrived, when he took the chair.

REPORTS FROM MEMBERS OF THE PUBLIC

None.

1. Apologies and absence

Cllr Jon Hughes

Cllr Kenny Cox

Clerk Michelle Rumble (holiday)

The minutes were taken by Cllr Paul Young in the Clerk's absence.

2. Declarations of Interest or Lobbying

None

3. Minutes of the last Communications & Community committee meeting held on 20th January 2016

RESOLVED: The minutes were signed and agreed by Cllr Redman with the following minor amendments:

- The grammar in the first line is incorrect
- Clarification that there were two members of the public in attendance (Barbara Dunford & Annette LeBreton, Farmers Market Manager)

Matters arising / action points from the January minutes where not covered in the actions log at the end of these minutes:

Farmers Market – no action required

Terms of Reference sign off – on agenda for this meeting

Request co-option of Annette LeBreton (Farmers Market Manager) and Nick Ross (Bearsted Scouts) to committee – was meant to be discussed but has not been included on agenda. Added to action points, carry over to next meeting.

Review Press Policy – was meant to be discussed by Cllr Conner but has not been included on agenda. Carry over to next meeting.

4. Community Matters

Playscheme 2016

Cllr Young gave an update report. Cllr Young and the Clerk met with Amanda and June from Tiny Tots on Friday 5th February 2016 at the Parish Office. Amanda and June confirmed they are happy to run the Playscheme again in 2016. Different options and ideas were discussed and it was agreed the Playscheme would run for 2 weeks from Monday 25th July to Friday 5th August with a small increase in fees from £6.50 per session to £7.50 per session, or £35 for a week (five days). Preferred venue is as Madginford Hall and Cllr Young and Amanda to meet with Madginford Primary School on Friday 26th February to introduce the new Parish Council and to talk about using the school field again. Suggestion to start booking outside 'attractions'

for the Playscheme as soon as possible so we could advertise (e.g. sports clubs, pottery, fire engine etc.), this action is with the Clerk. It was agreed that Barbara Dunford would help with advertising the Playscheme on social media, website, newsletter and both Madginford and Thurnham / Roseacre Schools and the online advertising should start as soon as possible. It was also agreed that the Clerk should produce financial modelling for this year's Playscheme.

Fun Dog Show 2016

Mrs Dunford gave an update report. She and the Clerk met with MBC and circulated details of this meeting to Committee Members before the meeting. MBC confirm they will take main responsibility for organising the show, some information to be supplied by BPC such as site plan. Bearsted Woodland Trust are happy for it to go ahead but would like a contribution from stall holders and also want dogs on leads when not in 'events'. MBC will also be promoting responsible dog ownership at the event. There will be prizes for events including the 'best loved dog'. BPC and BWT will need to see event plan from MBC and sign off – to be delivered by April Comms Meeting for ratification at May Full Council, Mrs Dunford will see draft first and validate before bringing to Council. The event will not go in front of MBC Safety Advisory Group due to its smaller size. Items requiring decision tonight as follows:

1) **PROPOSAL** – name of event to be "Bearsted Fun Dog Show".

Proposed by Cllr Conner, seconded Cllr Young.

RESOLVED by all members present.

2) Parking – Stallholders and disabled will park off Church Landway. Question re: public parking, should it be advertised or not? Agreed Mrs Dunford to check with Holy Cross Church there is no wedding on. All agreed no public parking to be advertised.

3) Stallholder charges – all agreed keep it a smaller event, commercial stallholders to be asked for donation dependent on success of event. Mrs Dunford to contact local organisations for supply of tea/coffee, food, ice cream van, vets etc. and put them in contact with MBC to organise.

Fireworks 2016

Cllr Young gave an update report. Fireworks are provisionally booked with Phoenix Fireworks for 4th November 2016, Clerk to source 2 x other quotes. All agreed BPC would get quotes from 3 companies as per BPC process, then make decision on who to go with and then negotiate with that company for size and scope of display (e.g. do we want music, bigger display etc.).

Queen's Picnic 2016

Mrs Dunford gave an update report. Mrs Dunford states the minimum BPC would need to provide would be first aid, insurance, toilets and lost children tent. Suggestions for the event include a brass band, samba band etc., all agreed it should be a low key event. Agreed on name 'Picnic On The Green – to celebrate the Queen's 90th Birthday' or similar. Notification of event will go into the next newsletter. Mrs Dunford will produce an event plan. Actions – get some quotes for loos, first aid, insurance etc.

Sports & Activity Day 2016

Discussion took place about what format this event should take, when it should be held etc. Concern was raised about the number of events BPC is planning this year and the fact that the Sports & Activity Day would follow on the Green soon after Music on the Green 2016 and a charity cricket match. Discussion also took place that BPC is organising a number of events for families and children but nothing for the older generation.

PROPOSAL – To 'rest' the Sports & Activity Day in 2016 and to organise an event for the older generation instead. Proposed by Cllr Young, seconded by Cllr Ryan.

VOTE FOR 4

VOTE AGAINST 0

ABSTENTION 1

Needs to be ratified at full council.

Wider Discussion about BPC Events Generally

Discussion took place about the number of events and the workload involved. There was concern that lots of events were being organised and this should not all fall on Mrs Dunford and the Clerk. Agreed that council would appoint leads for all events who would be responsible for delivering the event, managing finances. Mrs Dunford is happy to do event plans etc. Agreed that the following councillors would be responsible for events:

Cllr Ash – Annual Parish Meeting.

Cllr Conner – Fireworks.

Cllr Young – Playscheme

Mrs Dunford – lead for dog show and picnic.

5. Matters for Information

Plan for 2016 Events

Cllr Ryan had circulated an event plan before the meeting, plan is to upload this to the BPC website.

Newsletter Update

Cllr Ryan is awaiting input from several councillors for the Easter newsletter. 3x printing quotes were presented by Cllr Ryan.

PROPOSAL – to select Reed Printers for printing Easter newsletter.

Proposed by Cllr Ryan, seconded Cllr Redman

VOTE FOR 5

VOTE AGAINST 0

ABSTENTION 0

Needs to be ratified at full council, but we will miss newsletter printing deadline if we do this. Therefore Cllr Conner to email all councillors telling them what we have agreed, that this is within budget and we will need to progress before March full council meeting because of newsletter printing timescale.

Cllr Ryan is looking into getting more advertising to cover around £200, net spend would be around £300. 8x quarter page ads, £35 for a quarter page ad. Appeal on social media to see if anyone wants to advertise.

PROPOSAL – to use Reed Printers for 12 month contract (4x newsletters).

Proposed by Cllr Conner, seconded Cllr Ash.

VOTE FOR 5

VOTE AGAINST 0

ABSTENTION 0

Needs to be ratified at full council but with same caveat as above decision.

Terms of Reference Sign Off

Not able to progress at this meeting. Cllr Conner to update this finally for signature at March Comms Committee Meeting. References to Community Information Pack needs to be deleted.

Website User Guide

Cllr Cox to produce this, he has sat with the Clerk to transfer knowledge but more work to do. Website is not up to date with minutes and agendas, Cllr Redman to speak to the Clerk when she returns to see what needs to be done to get website up to date regularly.

6. Future Agenda Items

- Reports from Members of the Public
- Matters Arising / Action Points from previous meetings
- Correspondence
- Press Policy
- Playscheme 2016
- Fun Dog Show 2016
- Fireworks 2016
- Queens Picnic 2016
- Event for older generation

- School logo competition
- Beer Festival
- Motorcycle Event 2016 (Distinguished Gentlemans Ride)
- Co-option of Annette LeBreton (Farmers Market Manager) and Nick Ross (Bearsted Scouts) to committee
- Christmas Market 2016. Bearsted Events have contacted BPC to ask if they could be considered to run the 2016 event. Could not be discussed at tonight's meeting as it was not on the agenda but recommendation is to add to March Full Council agenda for discussion and agreement.
- Farmers Market update
- Terms of Reference Sign Off

7. Date of next meeting

Wednesday 16th March 2016 at the KGV Memorial Hall.

There being no further business the meeting closed at 9.20pm

ACTION LIST

ISSUE	LEAD	TIMESCALE
Review Press policy	Cllr Conner	March Communications & Community Committee meeting
Contact Phoenix Fireworks regarding 2016	Cllr Young	COMPLETED
Contact 2 x other fireworks companies for quotes	Clerk	March Communications & Community Committee meeting
Arrange Newsletter printing and distribution	Cllr Ryan	In Progress
Plan for 2016 Events	All Cllr's	COMPLETED
Produce User Guide for website	Cllr Cox	March Communications & Community Committee meeting
Approach Annette and Nick Ross regarding co-option	Clerk	March Communications & Community Committee meeting
Update events list	Cllr Ryan	COMPLETED
Assign project leads to events	TBD	COMPLETED
Terms of Reference Sign Off – Cllr Conner to distribute final version for sign off.	Cllr Conner	March Communications & Community Committee meeting
Enquire and book local organisations for Playscheme	Clerk	March Communications & Community Committee meeting
Produce Financial Modelling for Playscheme 2016	Clerk	March Communications & Community Committee meeting
Obtain quotes for Queen's Picnic event	Mrs Dunford	March Communications & Community Committee meeting
Email Full Council to advise of decision to select Reed Printers for Easter newsletter as this will need to take place before ratification at full council to meet newsletter printing deadline	Cllr Conner	ASAP
Add Christmas Market 2016 to March Full Council agenda	Clerk	March Full Council

ITEMS REQUIRING RATIFICATION AT MARCH 2016 FULL COUNCIL

<u>ITEM</u>	<u>PROPOSAL</u>	<u>SUPPORTING INFORMATION REQUIRED?</u>
<u>Sports & Activity Day 2016</u>	PROPOSAL – To 'rest' the Sports & Activity Day in 2016 and to organise an event for the older generation instead.	None
<u>Newsletter Printing Contractor - Easter</u>	PROPOSAL – to select Reed Printers for printing Easter newsletter (retrospective)	Clerk / Cllr Ryan to circulate details of 3 x quotes presented at Comms Committee to all councillors
<u>Newsletter Printing Contractor – 12 months</u>	PROPOSAL – to use Reed Printers for 12 month contract (4x newsletters) (retrospective)	Clerk / Cllr Ryan to circulate details of 3 x quotes presented at Comms Committee to all councillors