

BEARSTED PARISH COUNCIL

Minutes of a Communications and Community committee meeting of Bearsted Parish Council
Held at **Madginford Hall on Wednesday 16 November 2016 at 7.30pm**

Present:

Cllr Dan Conner
Cllr Fiona Redman
Cllr Tony Ryan
Cllr Richard Ash
Barbara Dunford (Co-Opted)
Cllr Jon Hughes

There was one member of the public present Cllr Fabienne Hughes.

The meeting was chaired by Cllr Dan Conner.

REPORTS FROM MEMBERS OF THE PUBLIC

1. **Apologies and absence**
Cllr Paul Young (Work Commitments)
2. **Declaration of Interest or Lobbying**
Cllr Conner with regard to Bearsted Events and the hire of Elizabeth Harvie Field.
3. **Minutes of the last Communications & Community committee meeting.**
RESOLVED: The minutes were signed and agreed.
4. **Matter from last minutes**
None
5. **Community Matters**
Fireworks 2016 – Some points of feedback:
 - Should Cross Keys be closed to traffic?
 - First aid needs dedicated lighting.
 - Blocking off the back of the event control tent.
 - 1 member of the public was injured and a report is still being requested from Pheonix.
 - **Action for Cllr Conner** to gain feedback from other parties.
 - Full lessons learnt to be carried out 3 months prior to the event next year.
 - Should there be more for spectators to do beforehand?
 - Was there enough food as the queues were long.
 - Do we need to be more specific as to the display type and should we have music.

Final finances are still being finalised but the projected ticket sales is approx. £11,465 with expenditure of approx. £6283.

Fireworks 2017

- Provisional booking in January for Friday 3rd November. Possibly providing music and asking for more aerial fireworks.

Event for Older generation Feedback

Total Expenditure - £1945.27.

- Overall fantastic feedback and should consider again next year.
- Mini Bus worked well but had a large step which was difficult for some of the people.
- Consideration to make this an annual event was discussed.

Christmas Fair 2016

- First Aid, Toilets, and Pavilion all organised.
- Matting quotes have been requested. The cheapest option is £1120.
- Layout is being finalised with another on site meeting 18th Nov.
- The Mayor will be switching on the lights at 6pm.
- A fair organ has been arranged.
- Jason Allen will provide a 20min singing slot.
- Free posters have been arranged.
- Mobile unit for the fire extinguisher will be needed.
- 2x 1000 litre bins have been ordered.
- Admission of £1 per head has been suggested.
- Total Expenditure is approx. £6000 with an expected income of approx. £1500
- It was agreed that we would use the budget from the other events section of the C&C budget.
- For items above £500 it was agreed that alternative quotes would be sought but time was limited.
- Analysis of the electrical work required will be undertaken to understand the breakdown of costs.
- Stewards are still being sought and a request for as many Councillors to help as possible.
- Cllr Hughes proposed that an e-mail be sent to the full council for approval of the additional spend and Cllr Ryan Seconded. RESOLVED BY all members present.
- **Action for Cllr Redman** to e-mail all councillors for approval of the additional expenditure and overriding standing orders with respect to some of the higher cost items.

Farmers Market

- Licensing is still being progressed with KALC. No responses back as yet.
- The market needs a relaunch and its possible the Christmas event might help this.
- **Action for Cllr Conner** to ask for a meeting with the Farmers Market Manager at the January Comms meeting.

BPC Newsletter

- Some reports that newsletters weren't delivered - Discussed with the Medway Leaflet distribution and they offered free delivery this time and next time and are looking into the problem.
- **Action for Cllr Ryan** to provide a quote for the complete area to be delivered.

Elizabeth Harvie Field Hire

- No progress on this and not a council priority at the moment.

Play Scheme 2017

- Cllr Ash proposed we run the event next year and this was seconded by Cllr J Hughes. RESOLVED by all member present.

6. **Matters for information**

Budget 17/18

- The draft budget was discussed and some alterations made. **Cllr Conner took an action** to update and send onto the Finance Committee for final approval.

BPC Christmas Cards

- Discussion on whether BPC should send Christmas cards to people that have helped and also attended BPC Events.
- Cllr Ryan proposed we send cards to people who attended the old time music hall event, Seconded by Cllr Ash. RESOLVED by all members present.
- Cards would be donated so no anticipated costs.
- We would also send out an E-card that will be free to all BPC mail addresses.

Website

- Immediate updating was discussed and an interim plan is needed.
- In the short term Cllr Conner will attempt to update agendas and meeting minutes.

7 **Correspondence**

- No items received.

8. **Future Agenda Items**

- Current standing items to include all the years events.

9. **Date of Next Meeting**

Next Meeting will be on Wednesday 25th January 2017. Location TBC

Meeting closed at 21.36.