

## **BEARSTED PARISH COUNCIL**

### Minutes of the Communications Committee meeting of Bearsted Parish Council held at KGV Memorial Hall, Bearsted on Tuesday 8<sup>th</sup> October 2019 at 7.30pm

Present: Cllr Michael Bollom  
Cllr Pat Marshall MBE  
Cllr Joanna Tribley

Also in attendance was the Assistant Clerk Erin Sugden (AC), Cllr Fabienne Hughes and Market Manager Annette Lebreton.

1. **Declarations of intentions to record**  
None.
2. **Reports from members of the public**  
There were no reports.
3. **Apologies and absence**  
Apologies were received from Cllr D Spooner.
4. **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
There were no such declarations.
5. **Signing of the Minutes**  
The signing of the minutes from Tuesday 9<sup>th</sup> July and Wednesday 4<sup>th</sup> September, 2019 were agreed as a true record and duly signed.
6. **Matters arising from the last meeting**  
There were no matters arising.
7. **Printed Media**
  - a) Correspondences: None received.
  - b) Downsmail: The deadline for the next edition is Friday 11<sup>th</sup> October and the content will include Fireworks, co-option of Councillors, new Market Manager with the Old Time Music being the main article.
  - c) Parish Booklet: Work on this will start in the new year and will include information about Health and Wellbeing within the Parish.
8. **Digital Media**
  - a) Correspondences: None received.
  - b) Digital Accessibility: BPC are aware legislation has to be met by September 2020.
  - c) Website Provider: The AC explained the current EIS platform will not be free to Parish Councils from September 2020. BPC will aim to have a new website live for May 2020.
9. **Fireworks**
  - a) Correspondences: None received.

- b) Update: The AC reported that confirmation has been received to say the Event Plan was acknowledged via the new submission app. All suppliers have been appointed and advertising will continue.

**10. Old Time Music**

- a) Correspondence: None received.
- b) Ratify Costs: The following expenses were proposed and unanimously approved: AV Technician at £225 and £105 for the printing of the programmes.
- c) Updates: Tickets are being delivered this week, volunteers have been sought to help serve tea and biscuits with Sally Williams and Cllr Bollom helping with coach pick up and drop offs. Expenses occurred to the organisers will be submitted to BPC after the event for reimbursement.

**11. Christmas**

- a) Correspondence: None received.
- b) Lighting: The permit for Christmas Snowflakes has been received from KCC and sent to Aylesford Electrical to enable them to apply for the licence. Currently there are 3 lamp posts that are not permitted for use.
- c) Carols on the Green: By unanimous vote it was agreed that the annual Carols on the Green could take place on 18<sup>th</sup> December at 7.30pm. The AC will inform the organiser.

**ACTION: ASSISTANT CLERK**

**12. Market on the Green**

- a) Market Manager Contract: This is still outstanding but the committee was told they would receive this by Monday 14<sup>th</sup> October.
- b) Market Manager evaluation of October Market: The Market Manager gave the committee an overview of how the planning and execution of the October market took place.
- c) December Market: The Market Manager confirmed that Market on the Green taking place on December 1<sup>st</sup> will have extended hours of 9.30-4pm to include the turning on of the Christmas tree lights. The AC will contact the Salvation Army to invite them as the charity of the month but also to find out if they are able to play some festive music before the lights are switched on.

**ACTION: ASSISTANT CLERK**

**13. Health and Wellbeing**

- a) Dementia Friends: The AC requested the councils support in holding additional Dementia Friend sessions in 2020 to which the committee unanimously agreed. Cllr Marshall will ask Madginford Hall if they are willing to host the sessions.

**ACTION: CLLR MARSHALL/ASSISTANT CLERK**

- b) Defibrillator: The AC will ask the committee of the KGV hall if they would be willing to host training sessions for the use of defibrillators in their hall for free.

**ACTION: ASSISTANT CLERK**

- c) Community Outreach  
The AC suggested to the committee that BPC should try and engage with residents in different ways and it was suggested about offering to speak at WI meetings, schools, Thurnham Society and retirement clubs. The AC will look to arrange these events.

**ACTION: ASSISTANT CLERK**

**14. Future Events**

- a) 2020 Summer Events: Cllr Tribley will look at options to host an outdoor cinema on the Elizabeth Harvie Field.  
**ACTION: CLLR TRIBLEY**
- b) VE Celebrations: The suggestion of Picnic on the Green taking place on Friday 8<sup>th</sup> May will be investigated. The AC will put a survey on Facebook to see if residents would be keen to attend.  
The AC will look at costs of a soldier silhouette.  
**ACTION: ASSITANT CLERK**
- d) Float for Bearsted & Thurnham Fayre : Cllr Bollom to look at the availability of a flatbed lorry to see if participation is achievable.  
**ACTION: CLLR BOLLUM**

**15. Budget**

Areas that the committee would like additional funding for in 2020-21 include £1000 to participate in the Bearsted & Thurnham Carnival and £1500 for the setup of a new website. The potential costs for VE Day celebrations and a 2020 Summer event will be feedback in the next meeting,

**16. General correspondence**

None received

**17. Future Agenda Items**

Mynn Awards  
Future Events

**18. Date of next Meeting, requested to be 12<sup>th</sup> November, 2019**

**There being no further business to transact, the meeting closed at 20:47 hrs**

**Signed..... Date.....**