



## Bearsted Parish Council

Minutes of the Communications Committee meeting of Bearsted Parish Council held remotely on Tuesday 26<sup>th</sup> May, 2020 at 7.30pm

Present: Cllr Michael Bollom (Chairman)  
Cllr Sandra Knatchbull  
Cllr Denis Spooner  
Cllr Joanna Tribley

Also in attendance was the Acting Clerk Erin Sugden (AC) and Administrator Amy Bush.

**There were no reports from members of the public.**

**1. Declarations of intentions to record**

The AC declared that the meeting was to be recorded for minuting purposes.

**2. Apologies and absence**

Apologies were received and accepted from Cllr Pat Marshall MBE.

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

Cllr Bollom declared an interest in item 6b.

**4. Signing of the Minutes**

The minutes from Tuesday 28 April, 2020 were agreed as a true record and duly signed.

**5. Matters arising from the last meeting**

None.

**6. Printed Media**

a) Correspondence: None

b) Office printer options and costs: The administrator presented options for leasing and purchasing a photocopier/printer. All costs were considered, and it was proposed to recommend to the Full Council to purchase a photocopier/printer from ABC at a cost of £1250. The administrator was requested to ask ABC if they would be prepared to offer BPC a set number of free prints.

**ACTION:ADMIN**

c) Newsletter: The committee intend to start putting together articles ready for the new launch of the newsletter so that it will be ready for when the new printer arrives. Committee members to send the AC suggestions for articles.

**ACTION: ALL**

d) Parish Booklet: The Parish Booklet is to be printed within the next week and delivered to Cllr Bollom ready for distribution.

**7. Digital Media**

a) Correspondence: None

b) Website content: The AC shared the final set up of the new Parish Council website and then sent a link for members to test the site ready for

launch later in the week when the Dementia Friends and Playscheme information has been uploaded.

**8. Health & Well Being**

- a) COVID-19 Update: There were no further updates.

**9. Playscheme**

- a) Grants: Two grants have so far been successful. £1000 from KCC and the second £250 from the MBC Mayor. The administrator will check on the progress of the applications with neighbouring parishes.

**ACTION:ADMIN**

- b) Dates and times: The dates for Playscheme will be 27<sup>th</sup> July-7<sup>th</sup> August providing the guidance around COVID-19 permits it to go ahead. The open times will continue this year from 9am-1pm.
- c) Tickets prices: The cost per session will remain at £11.
- d) Poster: The administrator presented this years poster which will be published once data has been collected through a survey which was sent to the 2019 participants.
- e) Operation of Playscheme: Cllr Tribley, the AC and the administrator met virtually with the Playscheme organiser to discuss the operational management of the event. It recommended that guidance from the Government is followed and where possible similar procedures as Roseacre Junior School should be used. A cleaner should be onsite throughout each day and a nightly clean of all facilities used should be introduced. All Play Leaders will be issued with a sanitising kit for personal use but at each activity a sanitising box available to clean equipment after use. The AC will investigate costs for these and report back to the Committee.

**ACTION: ACTING CLERK**

**10. Christmas Decorations**

- a) Christmas Motif contract: BPC have on several occasions requested from Aylesford Electrical Contractors (AEC) a breakdown of costs within the invoice for the festive lights 2019-20. Councillors questioned the invoice as not all services within the agreement with AEC were fulfilled. AEC's solicitor has served legal notice for BPC to pay the full amount. As BPC feel that only services completed should be paid for a proposal was made for the AC to contact Came & Co to seek advice for legal representation. This was unanimously agreed.

**ACTION: ACTING CLERK**

- b) Christmas Motif storage: Deferred to next meeting
- c) Christmas decoration contractor 2020/21: Deferred to next meeting

**11. War Memorial**

The Council were made aware that a surname inscribed on to the newly replaced war memorial is incorrect. The AC contacted Traditional Stone who completed the works who confirmed the inscription was taken from a photograph which does not clearly show the lettering. Cllr Knatchbull will contact Holy Cross Church and the AC will continue to work to resolve this matter

**ACTION: CLLR KNATCHBULL/ACTING CLERK**

**12. Noticeboards**

During two storms earlier in the year several noticeboards suffered damage. Although noticeboards at Hog Hill and The Green have been repaired it was recommended that a replacement for Madginford Shops should be investigated.

**ACTION: ADMIN**

**13. Future Events**

Cllr Bollom will speak to the Market Manager to enquire as to whether she will bring back Market on the Green and an option for a Christmas Market.

**ACTION: CLLR BOLLOM**

**14. Future Agenda Items**

Christmas Motif contract:  
Christmas Motif storage:  
Christmas decoration contractor 2020/21  
Noticeboards  
Christmas Market

**15. Date of next Meeting, 30<sup>th</sup> June, 2020**

**There being no further business to transact, the meeting closed at 20.58 hrs**

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