



Minutes of the Communications Committee meeting of Bearsted Parish
Council held at Madginford Hall, Egremont Road on Tuesday 4th October
2022 at 7.30 pm

Present: Cllr Adam Powell (Chairman)
Cllr Suzanne Camp
Cllr Sandra Knatchbull
Cllr Pat Marshall MBE
Cllr Denis Spooner

Also, in attendance was Clerk Erin Sugden, Administrator Amy Bush and Cllr Richard Ash.

There were no reports from members of the public.

1. Declarations of intention to record.

The Clerk declared the meeting would be recorded for minuting purposes.

2. Apologies for absences

Apologies were received and accepted from Cllr Joanna Tribley

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

None.

4. To appoint Vice-Chairman of the committee.

It was proposed by Cllr Camp for Cllr Knatchbull to be appointed as the Vice-Chairman which was resolved with all in favour.

5. Signing of the Minutes of the last meeting

The minutes of the Communications Committee meeting on the 21st June 2022 were agreed as a true record and duly signed

6. Clerks report

Nothing to report.

7. Media, printed and internal communications (LGA 1972 s142)

- a) Correspondence: None.
- b) Newsletter: The committee considered the newsletter. Articles about the by-election written by Cllr Spooner and Tribley were combined and prosed by Cllr Knatchbull. The resolution passed with 4 in favour and 1 abstention.
- c) Website: Advice was provided to give options to increase the website's capacity for the day the Playscheme tickets are release. It was proposed by Cllr Powell that the added cost did not provide enough benefit throughout the year and proposed that no changes were made. This was resolved with all in favour.
- d) Social media: Nothing to report.

- e) To nominate Councillors to be interviewed for YouTube channel and agree on the costs: Cllr Powell proposed to spend £750 with Bright Media to produce councillor engagement interview videos with Cllrs Broughton, Camp, Knatchbull Peters and himself. This was resolved with all in favour.
- f) To review the use of blind copying recipients into emails: An explanation was given about the recommendations from a recent training course attended by Cllr Camp and the Clerk. Cllr Powell proposed that it was the discretion of the author of an email as to whom they address their email and that no procedures are to change. This was resolved with all in favour.
8. **Events** (LGA 1972 s145 (1)(a))
- a) Playscheme: A report was given about the sold-out event and positive feedback that had been received. However, due to the increased numbers of staff and the staffing costs, the event did not meet the budget. It was suggested that the ticket costs should increase by £1 a day but to also manage the number of staff more effectively. This was proposed by Cllr Knatchbull and resolved with all in favour.
- b) Fireworks: The Clerk provided an update about the event plan and put forward recommendations for suppliers:
- £390 – WC Hire (toilets) proposed by Cllr Powell- Unanimously resolved.
 - £170 – Urban Blue Bus (first aid) proposed by Cllr Powell. Unanimously resolved.
 - £175 – MBC (bins) proposed by Cllr Camp. Unanimously resolved.
 - £1320 – Paladin (security) will be recommended to the Full Council.
 - £1075 – Ben Heaslip (AV) will be recommended to the Full Council.
 - £1075.62 – Brandon Tool Hire (equipment) will be recommended to the Full Council.
 - £100- PRS (music license) proposed by Cllr Powell. Unanimously resolved.
- c) Old Time Music: Cllr Knatchbull provided an update about the event and requested for more councillors to assist at the event. Cllr Powell to produce the programmes.
- d) Christmas Market on the Green: Cllr Spooner reported that he spoke to the Market Manager who informed him that plans for the event were already in place. The Clerk provided a full update about the event, explaining that the income will not cover all the costs and requested the following costs be considered:
- £700- WC Hire (toilets) proposed by Cllr Powell. Unanimously resolved.
 - £300 Ben Heaslip (AV) proposed by Cllr Powell. Unanimously resolved.
 - £150 Police Band (music) proposed by Cllr Camp. Unanimously resolved.
 - £100 PRS (music license) proposed by Cllr Powell. Unanimously resolved.
 - Up to £1000 Paladin (security) proposed by Cllr Powell. Unanimously resolved.
- e) Other event suggestions. None
- f) Externally organised events:
- i. Hazlitt Theatre – Robin Hood: The event sold out and BPC have been told that if they hold it again, they may increase the ticket numbers. The Clerk reported that one of the bollards on the Green was damaged and a repair solution is being researched. Any cost will be invoiced to the Hazlitt Theatre.
 - ii. Music on The Green: The organisers informed BPC that the event will not be going ahead due to the cost of living.
 - iii. Carols on the Green – A request was received from the local churches to hold the annual Carols on the Green on the 14 December at 7pm. Cllr Powell proposed that the event go ahead with the caveat that the electrical box is inspected before the organisers use it and afterward. This was resolved with all in favour.
9. **To discuss ideas for the celebration of the Coronation** (LGA 1972 s145 (1)(a))
- The committee discussed some ideas about the upcoming Coronation but felt they should engage with residents to find out what they felt they would like to happen in the Parish. The Administrator will put an engagement survey out on social media to gain ideas.

ACTION: ADMIN

10. Beautification of Bearsted (Local Government Act 1972, s. 144)

Cllr Marshall suggested new daffodil bulbs should be planted. This will be recommended to the Environment Committee.

11. Review Budget (Accounts and Audit Regulation 2011/817)

- a) To review and update a draft version of the action plan for 2022-2023: This item was not discussed and will be added to the next meeting.
- b) To consider the budget requirement for 2023-2024: The committee reviewed the current budget and started to plan for the next year's budget

12. Noticeboard (LGA 1972 s142)

Cllr Spooner explained that he was waiting to hear back from St Peter's Church regarding relocating the Shirley Way noticeboard. As the new noticeboard has been delivered to the office two additional weeks will be given for an agreement before the noticeboard is installed back at Shirley Way.

13. Premise License

- c) To review the events that require a Premise License on the Elizabeth Harvie Field: It was proposed by Cllr Camp that the license should be applied for with all options except for the sale of alcohol at a cost of £100. This was resolved with all in favour.
- d) To review the events that require a premise license of the Green: The Clerk explained that MBC had failed to invoice the council for a number of years. The original license was applied for in 2009 and is still valid. The license stays in place at an annual charge of £100 to allow for events to take place on the Green. Plays and the sale of alcohol are not included and therefore a TEN licenses will need to be obtained for these types of events.

14. To consider the costs of the festive lights throughout the Parish

Cllr Powell proposed to appoint LRH Property Maintenance to install the festive lights at a cost of £2898.50 which was resolved with all in favour.

15. Future Agenda Items

- Review Action Plan 2022-2023
- Parish Booklet
- Coronation
- Budget 2023-2024

16. Date of next Meeting

22nd November 2022

There being no further business to transact, the meeting closed at 21.39hrs

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