



Minutes of the Communications Committee meeting of Bearsted Parish
Council held at King George V Memorial Hall, Manor Rise on Tuesday 22nd
November 2022 at 7.30 pm

Present: Cllr Adam Powell (Chairman)
Cllr Suzanne Camp
Cllr Sandra Knatchbull
Cllr Pat Marshall MBE
Cllr Joanna Tribley

One member of the public spoke about the Old Time Music Event.

1. Declarations of intention to record.

The Chairman declared he would be recording the meeting for minuting purposes.

2. Apologies for absences

Apologies were received and accepted from Cllr Spooner.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

None were declared.

4. Signing of the Minutes of the last meeting

The minutes of the Communications Committee meeting on the 4th October 2022 were agreed as a true record and duly signed

5. Clerks report

The Clerk was not present at the meeting and no report available.

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

- a) Correspondence: None.
- b) Christmas Newsletter: A message from the Chairman should be included in the December newsletter. New notice board at St Peters, bulb planting, introducing Cllr Alan Rowe. Cllr Camp suggested including photos of the two Christmas trees.
- c) Website: No updates.
- d) Social media: Cllr suggested last minute advertising for the Christmas market. Cllr Knatchbull suggested videos of the Market Manager to promote the Christmas market.

ACTION: CLLR KNATCHBULL

7. Events (LGA 1972 s145 (1)(a))

- a) Fireworks: Cllr Powell reported that the firework was a success and reviewed the income and expenditure for the event. Confirmed that BPC had received some great feedback from residents. The generator for the flood light was very noisy and probably unnecessary for future events as the sound company provided a much quieter generator which could also power the flood light. Cllr Powell suggested investigated costs for additional lighting and lighting effects for next year.

- b) Christmas Market on the Green: Cllr Tribley mentioned that the quote for the sound system may need to be reviewed as the Market Manager has requested the music be all around the market rather than just by the Tree through two speakers. Cllr Tribley questioned the license required for music Cllr Powell confirmed a license would be required as music is being played as well as the police band and choir. Cllr Powell requested using some of the budget for a playlist, using Amazon or Spotify. Cllr Knatchbull offered to download a music playlist from her own Spotify account to save cost to the Council. The cost for security was discussed, BPC agreed to respond to the Security company to confirm likely numbers to attend the event and decide on required level of security. The committee discussed the budget for this event. Cllr Tribley to provide a spreadsheet of all costs.

ACTION: CLLR TRIBLEY

- c) Bearsted in Bloom: Cllr Powell suggested deferring this to the next committee meeting. Cllr Knatchbull suggested this event proceeds on the same basis as this year. Usually over a bank holiday weekend in May. Cllr Camp said that the manager of the Oak on the Green had previously offered to help organise/advertise this event. Cllr Camp suggested BPC contact the Oak to discuss further and then defer to the next meeting.

ACTION: CLLR POWELL

- d) Playscheme: Cllr Powell suggested deferring to the next meeting.
e) Other Event suggestions: No other suggestions.
f) Externally organised events:
i. Cars on the Green: Date suggested is 23rd July 2023. The committee voted with all in favour to approve this date once it has been confirmed there are no other events or activities taking place on the Green that day. Cllr Knatchbull confirmed she will contact the organiser.

ACTION: CLLR KNATCHBULL

8. Celebration of the Coronation (LGA 1972 s145 (1)(a))

The committee did not have the update from the Community engagement exercise so were unable to make any decision. Cllr Powell suggested we defer to the next meeting. Cllr Tribley said time is running out. Cllr Knatchbull suggested a local picnic. Cllr Powell suggested BPC could call an extraordinary meeting of the Communications Committee to discuss this further once they have all the community feedback.

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

Cllr Tribley suggested we need to look at the existing planters as some are rotting and no one is maintaining them, therefore spending money on the plants feels wasted. Cllr Knatchbull suggested looking at alternative planters made from composite that will last longer. Cllr Knatchbull suggested winter plants. The planter on the A20 by Marino's is not being maintained and needs to be removed. Cllr Knatchbull will investigate all the village planters to see which ones need repairing or replacing.

ACTION: CLLR KNATCHBULL

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

Cllr Powell stated they had no information regarding the budget and this would be deferred until the next meeting.

11. Action Plan for 2022-2023

The committee decided there would be no changes to the existing action plan.

12. Parish Booklet 2023

The committee discussed the content and proposed cost. Cllr Powell noted that the council would need the template from the previous edition to produce the new edition to

the publisher. This would need to be confirmed by the office staff. No decision was made as to approving the cost or content.

13. Newsletter distribution

Cllr Powell advised that it is more sustainable to send this electronically. Cllr Tribley suggested advertising this at the Christmas Market. Cllr Powell said they need the data regarding the number of people receiving this electronically or the number being printed. Cllr Tribley suggested putting the newsletter at strategic places like the train station or doctor's surgery. Cllr Tribley suggested putting the newsletter on our Facebook page. Cllr Powell recommended that we advertise on Facebook signing up to the newsletter and encourage residents to sign up electronically to help us become more sustainable.

ACTION: OFFICE

14. Permanent banner poles

Cllr Knatchbull confirmed that the existing wooden poles are too small to display some of the Council's banners. Cllr Powell suggested that these should only be semi-permanent, only being used when a poster is being displayed then removed after. Cllr Knatchbull questioned how sturdy they would be if only temporarily installed each time. Cllr Knatchbull suggested purchasing one to test out whether it works for the councils needs. Cllr Powell proposed to purchase 1 EZ Post Banner, approved with all in favour.

ACTION: OFFICE

15. Community Project Briefing Document

Cllr Knatchbull mentioned the list for the Old Time Music event was not sufficient and next year BPC need to get a better system in place to ensure residents are aware of the event and able to access tickets. Some residents were told the event was sold out even though several chairs remained empty on the day.

16. Future Agenda Items

- Newsletter distribution
- Budget
- Old Time Music ticket allocation
- Mynn Awards
- Bearsted in Bloom
- Playscheme
- Celebration of the Coronation/community feedback
- Beautification of Bearsted
- Parish Booklet
- Community Project/Project A briefing document

17. Date of next Meeting

17th January 2023

There being no further business to transact, the meeting closed at 21.47hrs

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