



Minutes of the Communications Committee meeting of Bearsted Parish Council held at King George V Memorial Hall, Manor Rise on Tuesday 21st March 2023 at 7.30pm

Present: Cllr Clive English
Cllr Sean Turner
Cllr Denis Spooner
Cllr Carolyn Smith

Also present was the Administrator Amy Bush.

1. Declarations of intention to record.

The Administrator declared she would be recording the meeting for minuting purposes.

2. Apologies for absences

Apologies received and noted from Cllr Hall and Cllr Marshall.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

None were declared.

4. Elect a Committee Chairperson

Deferred due to absence and upcoming election.
Cllr English was elected to chair just the current meeting.

5. Elect a Committee Vice Chairperson

Deferred due to absence and upcoming election.

6. Signing of the Minutes of the last meeting

The minutes of the Communications Committee meeting on the Tuesday 17th January 2023 were agreed as a true record and duly signed.

7. Office report

The administrator to report on previous actions and papers during each item.

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

- a) Correspondence: The committee agreed it was too short notice to nominate for the KALC Coronation awards. It was agreed to share the services at Allington Community Centre for individuals with mobility issues.

ACTION: Cllr Tuner to liaise with Warden and Community Centre.

- b) 2023 Newsletter: The April newsletter will be drafted to include: BPC Statement, Community bus service update, New park equipment, Bike rack information, Election reminders, Traffic report, promotion of e-newsletter subscription.

- c) Website: It was agreed to add future KCC and MBC consultations to news and calendar.

- d) Social media: It was agreed the office would continue to share reminders and information about how to vote leading up to the May election.

ACTION: Office, Cllr Ash, Cllr Hall, Cllr English

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

- a) Fireworks: Date confirmed as Friday 3rd November. Budget increase of 5% proposed by the supplier was agreed with all in favour.

- b) Market on the Green: No updates

- c) Playscheme: Office to look at grants and donation and share an update in May.

- d) Old Time Music: Confirmed date Saturday 14th October. Hall and performers booked. Hall hire fee will be added to April payments.

e) Other Event suggestions:

The committee discussed the idea to host an annual sports and wellbeing event on the Green. This would showcase the local groups and clubs in the area. To discuss the idea again later in the year with the hope to establish the event from 2024.

f) Externally organised events:

i. Bearsted Fayre: Cllr Halls liaising with organisers on ways BPC can support.

ACTION: Office to add Cars on the Green to next agenda

10. May Election brief and engagement

To continue community engagement on our website, noticeboards and Facebook page.

11. Coronation Decorations

Cllr Smith agreed to draft an installation plan for the Green and will liaise with office on bunting required. Office to order a bin for the Green to be installed for the May bank holidays.

ACTION: Cllr Smith

12. Mynn Awards

Establish working group and timetable. It was agreed to defer this item until May due to absence and the upcoming election.

13. Newsletter distribution

a) To discuss schedule and delivery.

Quotes for printing were discussed. The committee agreed the office would print the April addition. A draft would be circulated and agreed prior to the April FC meeting.

b) Replacement or removal of the newsletter holders on noticeboards.

It was agreed the newsletter holders were not fit for purpose and would be removed. Office to arrange quote for removal and disposal.

ACTION: Office

14. Neighbourhood alert System

To discuss sharing the information with residents. It was agreed this would be shared on our website and FB page. BPC would also contact local Neighbourhood Watch coordinator for an update.

ACTION: Cllr Spooner / Office

15. Community Project / Project A Briefing Document

To discuss the drafting of a briefing document to all stakeholders on the community project.

It was agreed the resolution made at the last full Council meeting would be distilled into a statement to share with the public. Cllr Spooner to prepare first draft to share with the Chairman.

ACTION: Cllr Spooner, Cllr Hall

16. Publishing of meeting papers on the BPC website

To discuss the process. It was agreed this would be raised at the Full Council meeting following the election for all members to discuss.

17. Future Agenda Items

Election of Committee Chair and Vice Chairperson

Publishing of meeting papers

Mynn awards working group

18. Date of next Meeting

23rd may 2023

There being no further business to transact, the meeting closed at 20.55h

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