



Minutes of the Communications Committee meeting of Bearsted Parish Council held at King George V Memorial Hall, Manor Rise on Tuesday 23rd May 2023 at 7.30pm

Present: Cllr David Hall
Cllr Sean Turner
Cllr Carolyn Smith

Also present was the Administrator Amy Bush and Cllr Ash.

Reports from members of the public

None.

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 Spooner and Cllr English.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

None were declared.

4. Elect a Committee Chairperson

Cllr Turner nominated Cllr Hall as Committee Chairman.
Cllr Hall was elected with all in favour.

5. Elect a Committee Vice Chairperson

Deferred due to absence of committee members.

6. Signing of the Minutes of the last meeting

The minutes of the Communications Committee meeting on the Tuesday 21st March 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. Christmas Market on the Green 2023

Cllr Hall and the administrator updated the committee on a meeting with the Market Manager.
Cllr Hall to investigate insurance options.

ACTION: Cllr Hall

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

- a) Fireworks: Administrator to organise remaining contractors and suppliers to support the event.
- b) Market on the Green: Agreement made with the Fayre to advertise each other's event.
- c) Playscheme: Office to advertise ticket sales and continue organising equipment and applying for grants and donations.
- d) Old Time Music: Cllr support will be requested nearer the time.
- e) Other Event suggestions:
The committee continued discussing an idea to host an annual sports and wellbeing event on the Green. To raise the idea again later in the year with the hope to establish the event from 2024.

f) Externally organised events:

- i. Bearsted Fayre: Cllr Hall continues as the BPC contact with the Fayre organiser and will offer any support needed.
- ii. Classic Cars on the Green: Cllr Smith continues to support the organiser with the planning and administration for the event. Cllr Hall to support marking out the Green prior to the event starting.

ACTION: Cllr Hall, Cllr Smith, Administrator

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

- a) Correspondence: None.
- b) Newsletter: The June newsletter will be drafted to include:
Community bus service, Playscheme advert, Information for Bearsted CAN, Advert for Cllr vacancies, invitation to public to attend meetings.
It was agreed that BPC would discuss delivering the newsletter again for the August edition.
- c) Website: It was agreed to add future KCC and MBC consultations to news and calendar.
- d) Social media: To share Cllr vacancies, Playscheme updates, traffic updates.

11. BPC Website

The committee discussed the upgrading requirements and proposal from the current contractor. It was voted with all in favour to take a formal quote with explanation to Full Council in June.

12. Community Project / Project A Briefing Document

Item deferred to July meeting.

13. Bearsted Medical Practice – Patient Participation Group

The group has made contact with the PC office to confirm at this stage they do not need any support and would get in touch when help is needed to engage with residents.

14. BPC YouTube Channel

It was agreed that Cllrs would start to collate images and videos of upcoming events and Cllrs carrying out day to day duties. This will be used on social media to showcase the work undertaken by BPC and inform those thinking about becoming a Cllr what is involved.

ACTION: All Cllrs

15. MBC Laughing gas and littering poster

It was agreed the poster should be displayed in the Yeoman and Church Lane car parks. Cllr Hall to check for suitable locations.

ACTION: Cllr Hall

16. Mynn Awards

It was proposed by Cllr Hall to run a session at the start of the November Full Council meeting to celebrate the Mynn awards. Nominations would be found for two categories: Service to the Community and Local Volunteers. The concept was agreed with all in favour and will be proposed at Full Council for approval.

17. Future Agenda Items

Election of Committee Vice Chairperson
Community Project / Project A Briefing Document
Mynn awards working group
YouTube / Social Media content.

18. Date of next Meeting

18th July 2023

There being no further business to transact, the meeting closed at 21.07h

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