



Minutes of the Communications Committee meeting of Bearsted Parish Council held at King George V Memorial Hall, Manor Rise on Tuesday 18th July 2023 at 7.30pm

Present: Cllr David Hall
Cllr Sean Turner
Cllr Denis Spooner
Cllr James Day

Also present was the Deputy Clerk Amy Bush and Cllr Richard Ash.

Reports from members of the public

None.

1. Declarations of intention to record

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

2. Apologies for absences

Apologies received and noted from Cllr English.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

None were declared.

4. Elect a Committee Vice Chairperson

Cllr Hall nominated Cllr Spooner as Vice Chairperson. He was elected with all in favour.

5. Signing of the Minutes of the last meeting

The minutes of the Communications Committee meeting on the Tuesday 23rd May 2023 were agreed as a true record and duly signed.

6. Office report

The Deputy Clerk will report on previous actions during each item.

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

- a) Fireworks: The Deputy Clerk updated the committee on the event plans and requested Councillors support on the day. Cllr Hall confirmed he is liaising with the insurance company. The idea to launch early bird tickets for residents was discussed and will be looked into further by the office.
- b) Market on the Green: The Deputy Clerk reported that the event manager was hoping to recruit a wider variety of food stalls. Cllrs commented on the success of the market and pass their thanks and support to the market manager.
- c) Playscheme: The final preparations were discussed along with the schedule for Cllrs to visit and support during registration time.
- d) Old Time Music: The committee discussed the need for raffle prizes and it was suggested donations for raffle tickets by guests could be collected for a local charity.
- 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: The committee commented on the success of the recent Fayre and look forward to receiving feedback from the Fayre committee.
 - ii. Classic Cars on the Green: Cllr Hall updated the committee on the upcoming event and confirmed that himself and Cllr Smith continue to support the organiser. Cllr Hall also confirmed that the Mayor had accepted the invitation to attend.

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

- a) Correspondence: None.
- b) Newsletter: The August newsletter will be drafted to include: Celebration held for former Cllr Pat Marshall, Playscheme, A20 Gateway, Community Bus update, Welcoming Cllr James Day, Resident comments and pot hole reporting.
- c) Website: The Deputy Clerk reported that the Planning Committee voted to amend the Planning Tracker facility to include a link to MBC only. Also, that the office would make a start on the website wish list ahead of the planned upgrade.
- d) Social media: No updates.

9. Terms of Reference

- a) To agree a statement of principles for sustainability to be included in the Committee Terms of Reference.
 - b) To agree a statement of procurement procedures to be included in the Committee Terms of Reference.
- Items 9a and 9b deferred until next meeting. Cllr Hall to produce both draft statements.

ACTION: Cllr Hall

10. Mynn Awards

Cllr Hall confirmed the committee members and agreed to coordinate the nominations. The office will start to advertise the event and request nominations for residents.

ACTION: Office / Cllr Hall

11. Ashford Road Post Office

Cllr Hall to liaise with Helen Whately's office for any updates on the future of the Post Office.

ACTION: Cllr Hall

12. Community Project / Project A Briefing Document

The committee agreed that no updates or statements were necessary at this stage.

13. Noticeboards

The committee discussed the need for each noticeboard. It was agreed to propose to Full Council to remove the board at Hogg Hill and decommission the board at Holy Cross to the Church. The office will also ask the contractor removing the planters to check if any maintenance is needed on the noticeboards.

ACTION: Office

14. BPC Social Media content

It was agreed that photos and videos would be collating of the upcoming events for use on social media and during the APM presentation.

ACTION: Office and Cllrs

15. MBC Laughing gas and littering poster

It was agreed the poster would be displayed at the Church Lane and Yeoman car parks. Office to prepare poster to install.

ACTION: Office

16. Future Agenda Items

Noticeboard update
Mynn awards
Ashford Road Post Office
Terms of reference statements

17. Date of next Meeting

17th October 2023

There being no further business to transact, the meeting closed at 21.10hr

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