



**Minutes of the Communications Committee meeting of Bearsted Parish Council held at King George V Memorial Hall, Manor Rise on Tuesday 17<sup>th</sup> October 2023 at 7.30pm**

Present: Cllr David Hall  
Cllr Sean Turner  
Cllr Denis Spooner  
Cllr James Day  
Cllr Martha Monday  
Cllr Pat Catt  
Cllr Clive English

**Also present was the Deputy Clerk Amy Bush, one member of the public and visiting members Cllr Richard Ash and Cllr Val Springett.**

**Reports from members of the public**

A representative from the Cricket Club addressed the Council at item 10.

**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 for possible late arrival of Cllr English.

**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 Tuesday 18<sup>th</sup> July 2023 were agreed as a true record and duly signed.

**5. Office report**

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

**6. Correspondence from resident**

- a) Request from resident for obituary for residents who have passed.

The committee discussed the request and agreed that the Parish Council newsletter is not a suitable publication to include an obituary section. It was agreed that individual requests could be considered if received.

Cllr Hall proposed to move item 10 as the next agenda item. This was agreed with all in favour.

**10. Cricket Club 275 Year Celebration**

A representative from the Cricket Club explained the plans for the 275 year celebrations. This will include a line-up of matches, a dinner dance event, an update to the book and promotion of the club and its history. They asked if the Parish Council could support them with promoting the celebrations. Cllrs agreed to help share news and information through their website, Facebook page and noticeboards. To promote the club's youth teams, it was suggested the club attend Playscheme in the summer. The Cricket club will continue to liaise with the BPC office and will attend the next meeting on the Comms committee meeting.

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

- a) Fireworks: The Deputy Clerk updated the committee on the event plans and ticket sales.  
b) Market on the Green: Cllrs commented on the success of the market and will support the market manager with any assistance she may need in the future.  
c) Playscheme: A review with the event organisers will be scheduled in the new year.  
d) Old Time Music: The recent event was a success and the office had received positive feedback and thanks from the performers. The event will be reviewed with all other BPC events in the new year.

e) Other Event suggestions:

The committee continued discussing an idea to host an annual sports and wellbeing event on the Green. The concept will be discussed again in the new year.

Cllr English joined the meeting at 20.04 along with visiting member Cllr Val Springett.

f) Externally organised events:

a) Bearsted Fayre: No updates at present.

b) Classic Cars on the Green: Cllr Hall proposed BPC agree to the requested event date of Sunday 21<sup>st</sup> July 2023. This was agreed with all in favour.

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

a) Newsletters items: Cllrs agreed the following items should be included in the next newsletter:

Introduction of new Cllrs, Fireworks poster, Old Time event pictures, Rail app, need for Madginford Hall Committee members, bike racks and prompt for residents to view noticeboards for updates.

b) Website: The Deputy Clerk reported that research was being completed by the office and asked the committee for feedback on other local Parish sites. A budget was needed for 2023 improvements to be discussed at item 12.

c) Social media: The committee agreed that the Facebook page was being well managed and used by the office staff to communicate with residents.

**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.

It was agreed that Items 9a and 9b were no longer required as Full Council had resolved not to separate the statements by committee.

**11. Mynn Awards**

Cllr Hall confirmed the committee had met. All nominations were considered with winners selected. Final preparations will be made to host the awards at 7pm on Tuesday 14<sup>th</sup> November.

**ACTION:** Office / Cllr Hall

**12. Committee Budget**

The committee discussed the budget and need for some changes.

It was proposed by Cllr Hall to increase the precept total from £17k to £18k to enable the inclusion of Licence renewal costs and Event cancellation insurance. He further proposed that the budget set for the Parish booklets should be reallocated for the upgrade of the website. All proposals were agreed with all in favour.

**ACTION:** Office

**13. Christmas Lights**

The Deputy Clerk explained the process for installation and advised the Council that some of the motifs were no longer fit to use. The committee discussed other options for lights around the Parish. It was proposed by Cllr Hall to exclude the motifs for 2023 and focus on the lights on the two Christmas tree and possible surrounding trees on the Green, with the plan to fix on replace the street furniture motifs for 2024. The existing budget would be used for outsourcing 2023 tree decorating. This was agreed with all in favour. Office to look at alternative and new decorations for the trees.

**ACTION:** Office

**14. D-Day Anniversary Guide.**

The committee discussed and agreed that a D-Day celebration would not be hosted by the Parish Council as they have many other events to focus on in 2024.

**15. Ashford Road Post Office**

No updates at present.

**16. Noticeboards**

Maintenance of the Hog Hill board was discussed. The committee agreed the noticeboard needs urgent attention. In the absence of their regular contractor Cllr Day agreed to find costs for urgent repairs.

The noticeboard on the Ashford Road will be discussed with in the New Year with the intention to replace or repair.

**ACTION:** Cllr Day

**17. Railway Guardian App**

It was agreed that the app was a useful tool for commuting residents and would be shared on the BPC website, social media, noticeboards and in the newsletter.

**ACTION:** Office

**18. Future Agenda Items**

Cricket Club 275 Celebrations  
Noticeboards  
Ashford Road Post Office

**19. Date for next meeting**

19<sup>th</sup> December 2023

**There being no further business to transact, the meeting closed at 21.12hr**

**Signed..... Date.....**

