



**Minutes of the Communications Committee meeting of Bearsted Parish Council held at Madginford Hall, Egremont Road on Tuesday 18th June 2024 at 7.30pm**

Present: Cllr David Hall Chairman  
Cllr Richard Ash (MBE)  
Cllr Pat Catt  
Cllr James Day  
Cllr Martha Monday

**Also present was the Deputy Clerk Amy Bush and visiting members Cllr Frank Jagger and Cllr Denis Spooner.**

**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 Val Springett.

**3. To elect a Chairperson**

Cllr Ash proposed Cllr Hall as Chairman. With no other nominations this was agreed with all in favour.

**4. To elect a Vice Chair**

Cllr Ash proposed Cllr Day as Vice Chairman. With no other nominations this was agreed with all in favour.

**5. Declaration of Interests, Dispensations, Predetermination or Lobbying**

None were declared.

**6. Signing of the Minutes of the last meeting**

The minutes of the Communications Committee meeting on the Tuesday 23<sup>rd</sup> April 2024 were agreed as a true record and duly signed.

**7. Office and Chair report**

No updates.

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

- a) Fireworks: The Chairman advised the committee that no progress had been made with the insurer to obtain a quote for event cancellation insurance. He noted that the premium for holding the event would need to be taken by the insurer on or before 1<sup>st</sup> October when the policy renews. The committee discussed the decision made at the June Full Council meeting confirming that from 2025 the Council would retain any surplus made each year from the event to self-insure against any future cancellations. Cllr Turner asked if deposits and terms and conditions should be tracked so exact costs for a cancellation could be logged. The office to discuss this with the main contractors.

**Action: Office / Cllr Hall**

- b) Market on the Green: The committee shared praise for the market held in June. The weather and visitor numbers demonstrated the market at its best. It was noted how successful the market had become under the management of Vanessa Flanagan. The need for additional matting was raised again but no further quotes had been obtained at this stage. This item will return to the Council in the future. Visiting member Cllr Jagger asked if the existing matting could be inspected to ensure it is providing the correct support for vehicles. Office to contact contractor.

**Action: Office**

- c) Playscheme: The Deputy Clerk advised the committee that the tickets had now sold out. The budget was discussed as the reduction to 8 days would mean a loss in ticket sales. As entertainment and equipment was still required the event could possibly run at a loss. The office team are working hard to seek additional donations and grants to support the scheme and will provide an update at Full Council if necessary.

**Minute Reference: 2067**

- d) Old Time alternative event: The committee discussed the productions held at the Memorial Hall by the Chandeliers drama group. It was agreed that BPC could explore the idea of subsidising tickets for those residents who would have been interested in the Old Time Music event. Cllr Hall and office team to investigate option for 2025.

**Action: Cllr Hall / Office**

- e) Christmas Market on the Green: Cllr Hall recapped the plans. Confirming the event would run from 12-4pm with the Christmas light switch on at 4pm accompanied by the Rock Choir. The event manger would make some changes to the format and will update us later in the year.
- f) Other event suggestions: Covered in item 8d.
- g) Externally organised events:
- i. Bearsted Fayre: All paperwork now received.
  - ii. Cars on the Green: All paperwork now received.

**9. Media, printed and internal communication (LGA 1972 s142)**

- a) Newsletters items: Cllrs agreed the following items for the next newsletter in August: Cllr vacancy advert, digging for giving update, Playscheme, to promote 10x bus route which now includes Leeds Castle, bench request update and the new website.
- b) Website: The committee agreed the new site was a great improvement and would like to thank the administrator Lauren White for her hard work setting this up.
- c) Social media: No updates.
- d) Noticeboards: 1. It was agreed that the noticeboard at the Green needs repairing or replacing. Cllr Hall and Deputy Clerk to investigate options as the current board is fixed to a fence not owned by the Council.  
2. The communication on the noticeboards explaining what each board will display will be amended slightly so it is clearer for readers.

**Action: Office / Cllr Hall**

**10. Madginford Hall Committee**

The committee discussed the need to support the Madginford Hall committee. BPC will advertise for members in the newsletter, on their Facebook page and website. Wording for this will be obtained from the Hall.

**11. Cricket Club 275 Year celebrations**

The Deputy Clerk reported that she was waiting to hear if BPC can support with a noticeboard takeover or any other advertising. If we receive any updates on the book or pictures these will be shared. The Cricket Club had been in touch to arrange attending the Playscheme. An introduction to cricket and some activities for the children will be planned.

**12. APM 2025 format**

Changes to the format were discussed. It was agreed that the guest speakers would only be able to talk for a few minutes and that the BPC committee updates would be more brief. It was suggested that tea and coffee could be served on arrival and vegan options should be added to the buffet. A sign at the club entrance would also be arranged to guide guests to the correct room.

**13. Christmas lights**

The Deputy Clerk shared the costs and options for new motifs and installation for the street furniture and both Christmas trees.

It was agreed with all in favour to replace 9 motifs for the Madginford area with the snowflake design supplied by Gala lighting at a cost of £1890. It was agreed with all in favour to use Langcorn electrical to install the motifs at a cost of £2652.30. It was agreed with all in favour to use We hang Christmas Lights for the decoration of both Christmas trees at a cost of £1864.80. The additional funds needed for replacement motifs would be reallocated within the Comms budget. All costs to be ratified at the July Full Council meeting.

**ACTION: Office**

**14. Rob Turner art project**

Cllr Turner updated the committee. He confirmed that the outcome of the MBC grant application would be shared in August and that an addition grant request will be made with the Freeland Foundation for an Inclusive Practices Fund. Cllr Ash asked for some more details and pictures of the project which Cllr Turner will prepare.

**ACTION: Cllr Turner**

**15. Recognising residents turning 100**

Cllr Hall agreed he would visit the nominated resident and present some flowers and a card. It was also agreed that BPC should offer other residents the chance to nominate friends and relatives to receive the same recognition and this should be advertised on our website.

**16. Councillor vacancies**

With 2 vacancies on the Council the committee discussed advertising and it was agreed to continue advertising on the website, Facebook page and in the newsletter.

**17. Future Agenda Items**

- Standing items – Events and Media.
- Art project update.
- Cricket 275 Celebrations.
- Councillor vacancies.
- Fireworks insurance premium payment

**18. Date for next meeting**

24<sup>th</sup> September 2024.

**There being no further business to transact, the meeting closed at 21.20hr**

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