

Minutes of the **COMMUNICATIONS & EVENTS COMMITTEE** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 6 January 2020** at 7:30pm.



Councillors Present:

Cllr L Mills (Chair)
Cllr H Eastoe-Kirby

Cllr K Brooks (Vice-Chair)
Cllr A Partridge

Apologies:

Cllr S Harris

Also in attendance:

Helen Munro (Clerk)

C&E19/1. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllr Harris.

C&E19/2. **DECLARATIONS OF INTEREST.** There were none.

C&E19/3. **CHAIRMAN'S ANNOUNCEMENTS.** There was a report of a stolen trough in Southborough similar to the one on Pembury Village Green. The Clerk had contacted the Community Support Unit to request that the CCTV camera be moved to cover the trough.

C&E19/4. **CLERK'S REPORT.** The following report was **noted:**

- a. Community Grants – the project was approved in the 2020-21 budget. Rules, policies and procedure will be considered by the Finance and HR Committee.
- b. Awards for All Funding for Christmas Tree and infrastructure – The funding has not been applied for due to changes to the project.
- c. Welcome Pack – The final touches are awaited and will be distributed shortly.
- d. Budget 2020-21 – the new notice board, banner display, leaflet printing, Facebook posts and community grant projects had been approved and were included in the budget.

C&E19/5. **OPEN SESSION.** There were no members of the public present.

C&E19/6. **TERMS OF REFERENCE.** The Terms of Reference were reviewed, and it was **RESOLVED** that they be submitted to Full Council for approval.

C&E19/7. **PEMBURY VILLAGE NEWS.**

- a. To review previous edition.
The development and improvements to the newsletter were well received.
- b. To consider content of next edition.
Suggestions on the content for the spring edition were discussed including:
- Photographs of the Christmas Tree and lights would be put in the middle pages.
 - Cllr Mills agreed to write an article about the Christmas Tree in 2019 with an update on the streetlights.
 - Contact details needed to be consistent. Councillors would be asked to confirm their details at the next Full Council meeting.

Spare copies of the PVN should be distributed widely to local shops. Councillors would help deliver these around the village.

- c. To consider content of Annual Report to be included within the PVN.
The previous report was circulated, and it was agreed that a half page of bulleted highlights from committees be included. The Clerk would circulate the report for comment.
- d. To consider Budget Report to be included within the PVN.
The leaflet from another local council was circulated for comment. It was **RESOLVED** that this format be followed, and a list of reserves included. Councillors agreed to liaise with their contacts about suitable software to produce the report.

C&E19/8. **CHRISTMAS LIGHTS.** To consider street column load bearing issues.

- a. To receive recommendation to undertake load bearing tests on all remaining relevant columns and receive quote for works. A quote for £1,235 had been received for load testing on 19 remaining columns. It was **RESOLVED** that the quote be accepted, and the work be undertaken at the earliest opportunity.
- b. To consider alternative Christmas decoration options if columns fail the load test. Various alternative options were discussed which would be explored further once the results of the load tests were known. It was agreed that if the columns failed the load test, the focus of the Christmas display would be on the Village Green.

C&E19/9. **EVENTS.** To consider overview of events for 2020.

- a. Picnic on the Green – 4 July – an overview was discussed and the following agreed:
 - i. The Patinas would be booked as the headline act.
 - ii. Cllrs Brooks and Mills agreed to research another band and children’s DJ.
 - iii. Consideration of introducing a balloon modeller was discussed.
 - iv. Stalls would be introduced, and the Clerk would liaise with various community groups.
- b. Fireworks – 6 November – it was **RESOLVED** that 2 more security guards would be booked and a portaloos would be hired. These costs had been included in the budget. The hire of temporary flood lights would be investigated.
- c. Remembrance Day – 8 November – it was agreed that the service worked well in its new format.
- d. Christmas Light switch on and carols event. The format of the event was considered. It was **RESOLVED** that the following be agreed:
 - i. Light switch on Friday 4 December 2020 at 6:30pm followed by carols led by the Pembury Churches.
 - ii. Include a Christmas tree with extra lights and an illuminated star.
 - iii. Include stalls giving away mince pies, mulled wine and hot chocolate.
 - iv. The Parish Council would work in partnership with the Pembury Churches to arrange the event.
 - v. Research into first aid provision would be made.
- e. To consider any new event for recommendation to Full Council. No new events were considered.

C&E19/10. **COMPETITIONS.** To consider overview of competitions for 2020.

- a. Scarecrow Competition – 4 July. It was **RESOLVED** to follow the same format as in previous years. The theme would be American Independence Day. Cllrs Brooks and Harris would organise the competition.
- b. Pride in Pembury Competition. It was **RESOLVED** to follow the same format as in previous years. Additional special commendation awards would be added as required. It was agreed to hold the

Winner's Tea on Saturday 5 September 2020 at 3pm. Better quality photographs would be investigated.

- c. To consider any new competition required for recommendation to Full Council. No new competitions were considered.

C&E19/11. **NEW PROJECTS.** To receive update.

- a. RSPCA Bird watch – this would be advertised through social media prior to the survey.
- b. Community Grants – the Finance & HR Committee were considering the rules and procedures for the grants which would be reported in due course. An advert asking for community groups to apply for the grants would be included in the summer edition of the PVN. It was agreed that a scoring matrix would be required. This would be discussed at the next Committee meeting.
- c. Notice board – it was **RESOLVED** that the notice board by the school would be replaced in 2020/21. Quotes would be presented to the committee in due course.
- d. Second-hand clothes sales – it was agreed that this would not be progressed.
- e. Farmers Market – an update from Cllr Harris would be made at the next Committee meeting.
- f. Youth Club – the building at Woodside was not suitable so this would not be progressed. The Baptist Church were introducing a new Youth Club. Cllr Mills agreed to liaise with the Baptist Church to see how the Parish Council could support this initiative.
- g. Youth Council – a report was given. It was **RESOLVED** to put an article in the summer PVN. This would be discussed further at the next Committee meeting.
- h. New Banner frame – various options were discussed. The Clerk was asked to investigate the preferred option further.

C&E19/12. **RISKS.** There were none.

C&E19/13. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

C&E19/14. **MEETING DATES.** 30 March 2020.

There being no other business, the meeting closed at 22:03.

Signed: _____ Date: _____
Chairman