

Minutes of the **COMMUNICATIONS & EVENTS COMMITTEE** virtual meeting held on **Monday 4 January 2021** at 7:30pm.



Councillors Present:

Cllr L Mills (C) Joined at 7.41pm
Cllr H Eastoe-Kirby

Cllr K Brooks (VC)
Cllr A Partridge

Apologies:

Cllr M Weaver

Also in attendance:

Helen Munro (Clerk)

Yvette Allen (Deputy Clerk)

Cllr Brooks chaired the meeting for items 31, 32 and 33 in the Chair's absence (due to technical difficulties).

C&E20/31. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllr Weaver.

C&E20/31. **DECLARATIONS OF INTEREST.** There were none.

C&E20/32. **MINUTES.** The minutes from the meeting on 12 October 2020 were received and accepted as a correct record. They would be signed at the earliest opportunity.

Cllr Mills joined the meeting at 7.41pm and took over as Chair.

C&E20/33. **CHAIRMAN'S ANNOUNCEMENTS.** Cllr Mills is currently researching how to further progress with the Youth Council and had contacted other Councils for ideas. She was also liaising with youth groups in the village to try to involve more youngsters.

C&E20/34. **CLERK'S REPORT.**

- a. The new noticeboard which was to replace the one by the school has been ordered and will be delivered by 22 February.
- b. The Christmas lights had suffered from one episode of vandalism and one episode of storm damage both of which were repaired by the contractor. There will be a charge for both call-outs.

C&E20/35. **PEMBURY VILLAGE NEWS.**

- a. To review previous edition. It had been well received.

- b. To discuss content of the spring edition. Various suggestions were put forward as follows:
- Cllr Partridge offered to write an article about spring gardening
 - Cllr Partridge offered to send in some Easter recipes
 - Promotion of walks in Pembury
 - Update on the Neighbourhood Development Plan including results of the photo competition
 - The Baptist Church to be asked for an article on the foodbank
 - Stories on 'living through lockdown'
 - Cllr Mills to speak to a neighbour about a 'life story'
 - An article from the doctors on the pressures of the vaccination programme.
- c. To consider carrying over advertising from 2020 to 2021. It was **RESOLVED** to delegate authority to the Clerk in consultation with the Committee by email if any requests were received and these would be considered on an individual basis.
- d. To consider delivery of the spring edition. Delivery of the previous three editions by an outside contractor had worked well. It was **RESOLVED** to appoint the contractor to deliver again in March.

C&E20/36. **ANNUAL REPORT.** The format of the Annual Report in the spring PVN was discussed and it was agreed to use the same format as in 2020 including a write-up on each committee.

C&E20/37. **EVENTS & COMPETITIONS.** The following events were discussed:

- a. Picnic on the Green and the Scarecrow competition. A decision on these would be deferred until the next Committee meeting at the end of March when there may be clearer guidance on restrictions.
- b. Pride in Pembury. It was agreed that this would become Pembury in Bloom and would be discussed further.
- c. 'Thank you' tea for volunteers. It was hoped that this would go ahead in October and would be on a bigger scale than in previous years.
- d. Fireworks and Remembrance Day. Arrangements would be deferred for these two events until the next Committee meeting due to continuing restrictions.
- e. Christmas Lights Switch On. Tentative arrangements would be made.

f. Father Christmas and Sleigh event. Research would be carried out and other Parish Councils contacted for advice.

C&E20/38. **YOUTH COUNCIL**. Cllr Mills presented ideas on how the Youth Council could be run. Another request for members would be put on the 'Pembury Matters' Facebook page.

C&E20/39. **WEBSITE**. As the website software would not be supported by the provider without an upgrade, it was **RESOLVED** to agree to the upgrade at a cost of £200. It was recommended that the Finance & HR Committee approve a vire from the stationary/office costs budget.

C&E20/40. **CHRISTMAS CARDS**. Production of Pembury Christmas cards was discussed, and concern raised about the high cost of printing the cards. Further research would be carried out to find a lower quote.

C&E20/41. **TERMS OF REFERENCE**. The terms of reference were reviewed, and a recommendation would be made to the Finance & HR Committee to include 'the development of the Youth Council' in the Committee's functions and delegated powers.

C&E20/42. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS**. There were none.

C&E20/43. **MEETING DATES**. 29 March 2021 at 7.30pm.

There being no other business, the meeting closed at 9.10pm.

Signed: _____ Date: _____
Chairman