



## Stainland and District Parish Council 5th Events & Communications Committee Meeting Minutes

### Wednesday 4th March 2020 at 7.00pm at Stainland Library

**Present:**

Cllr Foster (Chair), Cllr Liddell, Cllr Bellenger, Cllr Mullany, Cllr Lee & Cllr Fieldhouse.(minute taker)

	Item
19.EC5.1	<p><b>Apologies and Reasons for Absence and Lateness</b>  <b>To receive apologies and approve any reasons for absence presented to the Council</b>  <i>Cllr Bellenger arrived 30 minutes late.</i>  <i>Cllr Doherty sent her apologies</i>  <b>It was resolved to note all apologies and approve all reasons for absence</b></p>
19.EC5.2	<p><b>Public Participation Session</b>  <i>No members of the public attended</i></p>
19.EC5.3	<p><b>To receive Parish Councillors' declarations of interest.</b>  <i>No declarations of interest were made.</i></p>
19.EC5.4	<p><b>To accept the minutes of the 4th Events &amp; Communications Committee meeting of Stainland and District Parish Council held on Wednesday 5<sup>th</sup> February 2020</b></p> <ul style="list-style-type: none"> <li>• for the Chair to sign &amp; date the previous minutes</li> </ul> <p><b>It was resolved to accept the minutes and they were signed and dated by the Chair</b></p>
19.EC5.5	<p><b>To discuss a Stainland in Bloom event</b>  <i>Cllr Lee outlined an idea that had been suggested by Cllr Dixon for a gardening competition in the Parish. Suggested categories for judging were Best Young Gardener, Tallest Sunflower, Best Container Garden, Best Garden for Wildlife, Best Back Yard, Best Community Project. The end of July or early August was suggested as a suitable time for the competition to be held. Cllr Lee had designed a draft poster for the competition. Some discussion took place around how to implement the idea across the whole Parish and how this could be communicated in the title and publicity for the event. Cllr Mullany suggested a possible contact to act as a judge.</i>  <b>It was resolved that Cllr Dixon should progress this proposal and report to the next meeting.</b></p>
19.EC5.6	<p><b>To receive an update on the Annual General Meeting on 30<sup>th</sup> May 2020</b>  <i>Cllr Fieldhouse confirmed that the hall at Sowood had been booked for the 30<sup>th</sup> May from 12-4pm.</i>  <i>Cllr Foster had received confirmation that the Cricket Club would be attending and that she had asked the club to provide before and after pictures of the new practice wicket which was partly funded with the help of a Parish Council grant.</i>  <i>A discussion took place regarding which format the publicity leaflet should take. Cllr Liddell favoured an A3 size whilst Cllr Lee preferred a smaller format. It was agreed to plan for the A3 size on account of the large amount of content that would be included.</i></p>

	<p>The following roles were assigned for the purpose of producing publicity for the event, Cllr Bellenger would write an introduction, Cllr Lee will take updated photos and oversee the design and editing of the leaflet, Cllr Liddell would write a section on current projects and compile a questionnaire which could then be added to the Parish Council web site and distributed in local shops etc. Cllr Fieldhouse would provide an update of Environmental projects, Cllr Mullany would write an item based around the Local Plan.</p> <p>It was discussed how and when the leaflet should be distributed. The 2<sup>nd</sup> week in May was considered to be the best option- some Cllrs felt that hand delivery would be the best option as this allowed for some personal interaction with residents and this date would avoid overlapping with any election material earlier in the month.</p> <p>Cllr Liddell will establish costs to have the leaflet delivered via post since this could be a more efficient option. It was agreed that both hand and postal delivery could be adopted.</p> <p>A discussion took place regarding the format and style of the meeting and how best to attract residents to attend.</p> <p>Cllr Mullany suggested extending the session from 2-4pm to 10-4pm and including refreshments or some activity to make the event more appealing. Cllr Foster suggested giving away free seeds.</p>
<b>19.EC5.7</b>	<p><b>To discuss a possible event on the August Bank Holiday weekend</b></p> <p>Cllr Bellenger and Cllr Lee suggested an event for the bank holiday weekend although no specific plans were presented to the meeting.</p>
<b>19.EC5.8</b>	<p><b>To receive an update on the Social Events calendar</b></p> <p>Cllr Mullany had not been able to progress this idea and asked for the item to be taken off future agendas for the time being.</p>
<b>19.EC5.9</b>	<p><b>To discuss creating, publishing &amp; delivering a Parish Council News Letter.</b></p> <p>9This item was discussed under EC5.6</p>
<b>19.EC5.10</b>	<p><b>To consider the requirement to provide Risk Assessments for any upcoming activities</b></p> <p>Cllr Liddell had contacted the insurance providers for the Parish Council to establish risk assessment requirements for Parish Council activities. The insurers advised that although there were no specific requirements to provide risk assessments but strongly recommended that risk assessments should be used in the planning of Parish Council activities.</p> <p>Cllr Fieldhouse pointed out that any event held on CMBC property must go through their own approval process which includes submitting risk assessments and that the time taken for this should be considered when planning events.</p>
<b>19.EC5.11</b>	<p><b>To agree Agenda items for the next meeting</b></p> <ul style="list-style-type: none"> <li>• How best to engage residents in the Annual meeting of the Parish (Parish Assembly)</li> <li>• To discuss delegated Authority in relation to Cllr Liddell's second document on Governance</li> <li>• To discuss a communication strategy for the committee</li> <li>• In Bloom Event</li> <li>• August Bank Holiday Event</li> </ul>
	<p><b>Next Meeting: Wednesday 1<sup>st</sup> April 2020 at 7.00pm at Stainland Library</b></p>

Meeting closed at 8.40pm