



## Stainland and District Parish Council 4th Events & Communications Committee Meeting Minutes

### Wednesday 5<sup>th</sup> February 2020 at 7.00pm at Stainland Library

Present:

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

Item	Item
19.EC4.1	<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>Cllrs Bellenger sent his apologies</i>  <b>It was resolved</b> to note all apologies and approve all reasons for absence  <i>No apologies were received from Cllr Doherty or Cllr Lee.</i></p>
19.EC4.2	<p><b>Public Participation Session</b>  <i>No members of the public attended</i></p>
19.EC4.3	<p><b>To receive Parish Councillors' declarations of interest.</b>  <i>No declarations of interest were made.</i></p>
19.EC4.4	<p><b>To accept the minutes of the 2nd Events &amp; Communications Committee meeting of Stainland and District Parish Council held on Thursday 7<sup>th</sup> November 2019 for the Chair to sign &amp; date the previous minutes</b></p> <p><b>To accept the minutes of the 3rd Events &amp; Communications Committee meeting of Stainland and District Parish Council held on Monday 2<sup>nd</sup> December 2019 for the Chair to sign &amp; date the previous minutes</b></p> <p><i>It was resolved to accept the minutes and they were signed and dated by the Chair</i></p>
19.EC4.5	<p><b>To discuss the development of a Statement of the Parish Council's aims, objectives, responsibilities, priorities &amp; activity programme for the both the Parish Council and individual committees</b>  <i>This item was discussed under 19.EC4.10</i></p>
19.EC4.6	<p><b>To discuss the Parish Council's social media posts, in line with the adopted policy, &amp; if to create a post asking the community for ideas on what they would like to see the Parish Council improve.</b>  <i>This item was discussed under 19.EC4.10</i></p>
19.EC4.7	<p><b>To discuss &amp; agree who will post on Social Media on behalf of the Parish Council.</b>  <b>It was resolved</b> to maintain the current situation that Cllr Foster will make posts on the Parish Council Facebook Page in conjunction with the Clerk and that posts on the community page should not be made due to the potential difficulties in making timely responses that reflect the views of the full council.</p>

<b>19.EC4.8</b>	<b>To discuss a possible VE Celebration event</b> <i>Cllr Foster introduced the idea of the Parish Council marking this event with either a social or educational event and will speak to both schools and CMBC Leisure and Tourism Officers to gather information and ideas and put together an outline plan of an event</i>
<b>19.EC4.9</b>	<b>To discuss the topic of the next Go Local article</b> <i>It was resolved to defer this to next month's edition when there would be more news of projects to report.</i>
<b>19.EC4.10</b>	<b>To discuss the plans for the Annual Parish Assembly meeting</b> <i>The date, venue and time were agreed as 30<sup>th</sup> May 2020 at Sowood Community Centre, 2-4pm. The format for the event was discussed and councillors felt that the Chair of the Parish Council should make a presentation about the work of the council, but also that the event should be used to gather views and discuss ideas with residents, this could take the form of directed conversations or informal mini workshops on core issues. Local groups and organisations could be approached to attend. It was agreed to request a budget of £1000 for promoting and hosting the event and that Cllr Lee be charged with preparing a plan of how and when the event will be promoted and the design of an A3 leaflet to be delivered to residents</i>
<b>19.EC4.11</b>	<b>To discuss obtaining plaques &amp; notices to promote &amp; identify Parish Council projects</b> <i>Cllr Fieldhouse had acquired quotes for small plaques to attach to benches and a larger plaque for the library building in Stainless Steel. Temporary signs for work in progress could be simple plastic or laminated versions. The text for these and the small plaques was agreed as "An Initiative from Stainland and District Parish Council"</i>
<b>19.EC4.12</b>	<b>To discuss a possible family event to be held in the Park</b> <i>This item could not be discussed due to lack of information and it was agreed that Cllr Bellenger be requested to put together a plan with details of the proposed event.</i>
<b>19.EC4.13</b>	<b>To receive an update on the Social Events calendar</b> <i>Cllr Mullany agreed to work on putting together a list of local events that could be added to a calendar around which the Parish Council could then organise events.</i>
<b>19.EC4.14</b>	<b>To consider the requirement to provide Risk Assessments for any upcoming activities</b> <i>Cllr Liddell will contact the PC's insurance providers to establish risk assessment requirements and implications in connection to the upcoming insurance policy renewal.</i>
<b>19.EC4.15</b>	<b>To agree Agenda items for the next meeting</b> <ul style="list-style-type: none"> <li>• Discuss organising/promoting a 'Spring Clean' event for the Parish 20<sup>th</sup> March-30<sup>th</sup> April</li> <li>• Develop plans for the Annual Parish Meeting 30<sup>th</sup> May</li> <li>• Receive update on</li> <li>• Risk Assessment inquiries,</li> <li>• VE day Event</li> <li>• Events Calendar</li> </ul>
<b>19.EC4.16</b>	<b>To agree a date and time for the next meeting</b> <b>Wednesday 4<sup>th</sup> March 2020 at 7.00pm.</b>

Meeting closed at 8.34pm