



Stainland and District Parish Council 2nd Events & Communications Committee Meeting Minutes

Thursday 7th November 2019 at 6.30pm at Stainland Library

Present:
Cllr Mullany, Cllr Foster & Cllr Fieldhouse.(minute taker)

Item	Item
19.EC2.1	<p>Apologies and Reasons for Absence and Lateness To receive apologies and approve any reasons for absence presented to the Council <i>Cllrs Bellenger, Doherty, Lee & Liddell sent their apologies</i> It was resolved to note all apologies and approve all reasons for absence</p>
19.EC2.2	<p>Public Participation Session <i>No members of the public attended</i></p>
19.EC2.3	<p>To receive Parish Councillors' declarations of interest. <i>No declarations of interest were made.</i></p>
19.EC2.4	<p>To accept the minutes of the 1st Events & Communications Committee meeting of Stainland and District Parish Council held on Wednesday 2nd October 2019 a) for the Chair to sign & date the previous minutes It was resolved to accept the minutes and they were signed and dated by the Chair</p>
19.EC2.5	<p>To discuss what the Parish Council wishes to communicate, to whom, how often, with what objectives etc and what channels should be used to do that <i>Following a discussion around how the Parish Council communicates the following suggestions were put forward:</i></p> <ul style="list-style-type: none"> • <i>To post the meeting minutes on the Stainland face book page</i> • <i>Where appropriate ask schools to include flyers in children's book bags</i> • <i>The Annual Parish Council newsletter should be delivered by hand</i> <p>It was noted that the objective of all communications should indicate that all parts of the Parish are included, encourage involvement from the community and promote the care of local heritage and the environment</p>
19.EC2.6	<p>To ensure the Parish Council meets the Public Sector Bodies (websites & Mobile Applications) Accessibility Regulations 2018. It was resolved that the Parish Council will obtain a copy of the model statement regarding Accessibility Regulations.</p>

19.EC2.7	<p>To discuss changing the website hosting company <i>In the absence of Cllr Lee, the councillors attending felt that the current website hosting was adequate at the moment and that making changes at this stage would create unnecessary additional work and expenditure.</i></p>
19.EC2.8	<p>To review the website and social media content and use and possible areas for development <i>It was suggested that separating the minutes and agendas for different committee meetings would make accessing them on the website more efficient</i></p>
19.EC2.9	<p>To consider obtaining lanyards / name badges / t shirts to help identify Parish Councillors at public events <i>It was resolved to purchase a dozen lanyards and high viz vests for councillors and co opted councillors. This would increase the profile and approachability of councillors whilst carrying out their duties in the community and whilst attending events.</i> Action: Councillor Foster will obtain necessary quotations and pass to the clerk to organise the purchases once quotes agreed.</p>
19.EC2.10	<p>To consider compiling a list of possible regular local events and national important dates that the Parish Council could host, promote or support. <i>It was resolved to request that the Clerk set up a spread sheet Calendar to list existing local events and add suggestions of new events that the Parish Council may then consider supporting, promoting and hosting.</i></p>
19.EC2.11	<p>To revisit the placing of an external sign for the Parish Council on the library building <i>CMBC felt that the proposed initial sign would be too prominent and detract from the building's main purpose as a council owned library.</i> It was resolved to put forward a smaller design that hopefully would be more acceptable. Action: Cllr Fieldhouse to obtain quotes for a metal plaque and request that the clerk seeks permission for its placement on the building.</p>
19.EC2.12	<p>To discuss the development of a Statement of the Parish Council's aims, objectives, responsibilities, priorities & activity programme for the both the Parish Council and individual committees <i>It was resolved to defer this item until more councillors where in attendance</i></p>
19.EC2.13	<p>To discuss a possible Christmas film event <i>Cllr Doherty had made enquiries with Sowood Community centre as a potential venue and had reported this back in advance of the meeting along with her apologies- unfortunately she was unable to attend due to work commitments.</i> <i>Cllr Fieldhouse has made further enquiries regarding licensing requirements and likely costs which depend on audience size and number of screenings (likely to be in the region of £133 for 2 screenings, with no admission charge and a maximum audience of 200 .Additional costs of room hire approx £30 / hour and returnable deposit of £150 and £14 delivery for DVD if not using own copy).</i> <i>The Parish Council have access to a projector and screen and a contact to approach for the use of sound equipment.</i> Cllr Fieldhouse proposed that the Parish Council should go ahead with this project if possible and this was agreed unanimously by the councillors present. <i>It was felt that this project could be achieved in the time frame up to Christmas and would be a good way to improve community cohesion and raise the profile of the Parish Council.</i> <i>This would be a free event using the councils power to promote entertainment and the arts with a possibly to raise donations for charity. The event would hopefully appeal to families with children and could be promoted to encourage residents to walk to rather than arrive in cars.</i> <i>Cllr Fieldhouse would continue to make enquiries with Holywell Green United Reformed</i></p>

	<p><i>Church as a suitable additional venue to Sowood Community Centre and check what other events are being held locally to avoid clashes when setting a date.</i></p> <p><i>Cllr Foster noted that Bowling Green School occasionally hold a film night for children and suggested that a poll of which film to show could be held on the Facebook page.</i></p>
19.EC2.14	<p>To receive an update on potential venues for future meetings</p> <p><i>Two alternatives had been previously suggested as possible alternative venues for Parish Council meetings.</i></p> <p><i>Cllr Mullany reported that he had been to view the room at Outlane Bowling Club and that it was available free of charge and could be sectioned off from the bar area with a screen for the purpose of meetings</i></p> <p><i>Cllr Fieldhouse has ascertained that the meeting room at Holywell Green Reformed Church would be £6.50 per hour to hire</i></p>
19.EC2.15	<p>To discuss a possible family event to be held in the Park next year</p> <p><i>It was resolved to defer this item until more councillors were in attendance</i></p>
19.EC2.16	<p>To consider the requirement to provide Risk Assessments for upcoming activities</p> <p><i>No current assessments are required but the clerk holds a model risk assessment template that committee can use when planning events.</i></p>
19.EC2.17	<p>To agree Agenda items for the next meeting</p> <ul style="list-style-type: none"> • <i>Film show update</i> • <i>Events Calendar update</i> • <i>Family Park Event</i>
19.EC2.18	<p>To agree a date and time for the next meeting</p> <p>Monday 2nd December 2019 at 7.00pm</p>

Meeting closed at 8.45pm