



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Minutes of the Meeting of the Communications & Community Engagement Committee held on Tuesday 3rd November 2022 at the River Bourne Community Farm

Councillors present: Waller (Chair), Lynn, Hayes

In attendance: Deane (Clerk), Brain (Communications and Community Engagement Officer and minute taker for this meeting)

In attendance remotely via Zoom: none

The meeting commenced at 7.30 pm

CCE.22.038 Apologies

Apologies had been received from Cllrs Jones and Barker

Resolved to approve the apologies received

CCE.22.039 Declarations of Interest

There were no declarations of interest

CCE.22.040 Approval of minutes

Resolved to approve the minutes of the meetings held on 6th April 2022 and 7th September 2022

CCE.22.041 Matters Arising from previous minutes and action list

Cllr Hayes was keen to see the updated copies of the Child Protection Policy and Communications Policy considered by full Council before the year end. This will now go to the full council meeting in December.

CCE.22.042 Officers Report: Community Events/PR

CCEO reported on the **Castle Hill Country Park (CHCP)** Open Day event, which all partner agencies involved felt had gone really well. The CCEO thanked Cllr Waller for her extended support of the event and also CCE committee members, Cllrs Hayes & Jones for attending to help on the parish council stall. Approximately three hundred people attended. A post-event meeting had seen all partners agreeing to repeat the event in 2023. Whilst not programmed as a profit making event, a small profit was made which will be managed by the Wiltshire Wildlife Trust.

After discussion on the ongoing relationship with the CHCP and progress, it was suggested that we ask for a report one month prior to CHCP Quarterly Meetings. To be reviewed following a separate meeting on the CHCP. It was agreed to arrange a meeting with FRO, Cllr. Baker and members of CCEO committee before Christmas to discuss and revisit CHCP.

ACTION Clerk

WW1 Woodland Memorial dedication plans are in place for a modest event on 13th November. It was agreed to purchase a Book of Remembrance.

ACTION CCEO

Thanking our Parish Newsletter volunteer deliverers. It was agreed to look at how we are able to do this in a meaningful way. It was agreed to look at creating Christmas Cards.

ACTION CCEO

It was also agreed to look at what we are able to do within Parish Council guidelines.

ACTION Clerk

CCE.22.043 Website Proposals Resolved to recommend to the parish council to adopt the new website to be constructed by parish online. It was agreed to submit a report to the next full parish council.

CCE.22.044 Review of remaining work priorities

Social Media - will be covered by the communications policy once approved

Newsletter - a reminder that Issue 200 will be the July/August edition

Parish Action Plan in consultation with Full Council. The clerk has created a draft template for a Parish Action Plan which was considered and it was agreed to take it to full council for adoption. The plan highlights objectives for each sub-committee and the council in general to focus on and action. The objective for the CCE committee is "To improve communications and work for the benefits of our residents, and the parish, through consultation and community engagement, via events, the parish council website, the newsletter and social media".

CCE.22.045 Budget Planning CCEO presented draft budgets which were reviewed prior to presentation to the Finance Committee when setting next years budget, these include an events budget for positive profile events such as play park openings and attending fundays and fetes, equipment for attending outdoor events, website costs, the ongoing Love Your Parish project; plans include a competition and consultation, a possible Coronation Commemorative gift to the children of the Parish. The Chair requested that the figure of £7,870 be presented to the finance committee for consideration as a 'communications & community engagement' budget when setting the 2023 budget.

CCE.22.046 Love Your Parish: Update

The CCEO reported some positive feedback and responses from the exploratory work done to date via the newsletter, events and social media.

CCE.22.047 Moving Meeting Dates Discussed moving meetings to Fourth Mondays on a bi-monthly rotation, as dates proposed at previous meeting didn't work out for all members of the committee it was decided to move them to bi-monthly. Jan 23, March 27, May 22, July 24, September 25, November 27 across 2023.

CCE.22.048 Exempt Business - Exclusion of the Press and Public.

No business raised

The meeting closed at 9.15pm

NEXT MEETING. The next meeting of the Communications and Community Engagement Committee is on Monday 23 January, 2023 at 7pm at River Bourne Community Farm.

Minutes approved by:

Date: