

KESSINGLAND PARISH COUNCIL



Minutes of the **Events & Communications Committee** **6.00pm on Tuesday 24th May 2022** held in the Council Chamber, Marram Green

Members present: Cllrs D. Boyle, C. Cook, C. Gower & J. McLean.

Other Cllrs in attendance: None

Others present: None

Clerk to the Meeting: N. Coleby (Clerk)

1. Election of Committee Chair

Cllr McLean proposed Cllr Cook. This was seconded by Cllr Boyle with all in favour.

2. Welcome

Cllr Cook welcomed everyone to the meeting and noted the meetings protocol.

3. Election of Committee Vice-Chair

Cllr Cook proposed Cllr McLean. This was seconded by Cllr Gower with all in favour.

4. Apologies for Absence

Apologies for absence were noted from Cllr James. Cllr Cook proposed acceptance and Cllr Boyle seconded with all in favour.

5. Declarations of Interest

5.1 There were no Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests.

6. Minutes of the Previous Meeting

6.1 The minutes had been circulated. Cllr McLean proposed acceptance with Cllr Gower seconding and all in favour.

7. Public Forum

There were no comments from any members of the public.

8. Report from Youth Sub-Committees

8.1 It was noted that the Personnel Committee Interview Team have offered the Lead position to an individual recommended by the Youth Sub-Committee

subject to ratification by the Personnel Committee and confirmation from Parish Council regarding salary. Options for a deputy position are being considered. It was noted that the Clerk will work with the successful candidate to draw up the job descriptions and verify that all policies and procedures are in place.

9. Queen's Platinum Jubilee

- 9.1 The committee reviewed each item of the events calendar and verified the current situation for each event as well as who was dealing with it. It was agreed that everything was on track.

10. Communications

10.1 Website

It was noted that the council's new Admin & Committee Clerk has used Wix in the past and has been doing some initial work on the free version. It is hoped that there will be a draft available for the next meeting and Parish Council in July.

10.2 Newsletter

It was noted that Cllr McLean has taken over the Village News and an edition went out at the beginning of May. The committee thanked Cllr McLean for taking on this responsibility. The timing of the June edition was discussed and it was agreed to delay the publication of the Village News until later in June so that coverage of the Jubilee could be included. Village News subscribers would be contacted to explain the reason for the postponement as well as providing them with a copy of the programme.

11. Date of Next Meeting

The next meeting will take place at 6pm on Tuesday 28th June 2022.

12. Items for the next agenda

To note that items for the next agenda need to be received by 5pm, Wednesday 15th June 2022.

13. Exclusion of the Press & Public.

That in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 (Sections 100 and 102), the public and press be excluded for the remaining items of business due to the confidential nature of the business to be transacted including contractual and personnel related matters.

- 13.1 This matter was dealt with in the open session.

14. Close of meeting

Meeting closed 7.11pm