

KESSINGLAND PARISH COUNCIL



Minutes of the **Events & Communications Committee** **at 11am on Wednesday 24th May 2023** held in the Council Chamber, Marram Green

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

Other Cllrs in attendance: None

Others present: None

Clerk to the Meeting: S. Hogg (Deputy Clerk) & D. Blowers (Admin & Committee Clerk)

1. Election of Committee Chair

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

2. Welcome

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

3. Election of Committee Vice-Chair

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

4. Apologies for Absence

Apologies for absence were noted from Cllr de Brea & Cllr Graham. Cllr McLean proposed acceptance and Cllr Cook seconded with all in favour.

5. Declarations of Interest

5.1 There were no Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and it was noted that there are no written requests for dispensations for Disclosable Pecuniary Interests nor dispensations granted.

6. Minutes of the Previous Meeting

6.1 The minutes of the Events & Communications Committee meeting that was held on 27th March 2023 had been circulated. Cllr Cook proposed acceptance with Cllr Truman seconding with all in favour.

7. Public Forum

There were no comments from any members of the public.

8. Terms of Reference.

Cllr McLean proposed acceptance of the Terms of Reference, which was seconded by Cllr Truman with all in favour.

9. Report from Youth Sub-Committees

- 9.1 Matters were discussed surrounding the youth club and it was noted that the change of meetings to the 1st and 3rd Wednesday of each month was taking place as there are other village activities on a Friday night and also that it might be easier to recruit a further leader and volunteers. The Youth Sub-committee was also discussed and the Clerk was asked to update the ToR for the committee to include a member representative from each of the two age groups as well as a parent representative and to ensure that the Senior Leader and Leader would be ex-officio on the committee without voting powers. The ToR would be brought to the next meeting of the Events and Communications Committee. Cllr Cook proposed Cllr Cook, Cllr McLean & Cllr Truman as councillor representatives on the Sub-Committee which was seconded by Cllr McLean with all in favour.

10. Kessingland Events Group

- 10.1 It was noted there hasn't been a KEG meeting since the last Events committee meeting therefore there is nothing to report. The next meeting will be on Monday 5th June at 18.00.

11. Upcoming Events

- 11.1 It was noted that the next event would be the school fete, which is being organised by the "Friends" of the primary school and the council had agreed to help with event if required. It was noted that budgets would be need for upcoming competitions, it was agreed that would be verified and considered at the next meeting.
- 11.2 Councillors discussed the organisation of events and it was felt that because of changes in council membership that the council did not have the ability to organise monthly events for the community. It was felt that the KEG needed revitalising so that it could return to the levels during the Platinum Jubilee and that the KEG should be the central focus for organising events in the community. The council would still facilitate the KEG and organise events but would look to provide support to other organisations/clubs/businesses in relation to organising and advertising events. It was noted that the aim of the KEG was to provide a forum where events could be formulated or brought as projects by members of the KEG. In addition, its aims included avoiding clashed with events and a wider network of promoting events in the community. The forum is more a co-operative organisation to provide support rather than a source of ideas for a few organisations to then organise. Cllr McLean proposed that the council should reduce the number of events it has been organising and encourage other groups to run events. The parish council would support events organised via the KEG but would not take on leading events unless the parish council was bringing forward a potential event. This was seconded by Cllr Cook with all in favour.
- 11.2 Items were considered that needed to be arranged for the latter part of the year. Research would be done on obtaining pumpkins for the pumpkin carving contest and alongside this there were suggestions that different age groups at the primary school could be included into activities. It was agreed that this was a positive idea and that specific events could be considered and then committee could consider, along with the school, which competition/events would be beneficial to specific ages.

12. Communications

12.1 Website

It was noted that Mr Denis Lord had kindly offered to be involved with the new website as he has significant knowledge on similar websites to WIX. The Clerk requested that Mr Lord be given access to the council website to verify how similar it is to sites which he manages. Mr Lords reliability and responsibility were highly regarded in the village. Cllr McLean proposed that Mr Lord should be given access to the website, This was seconded by Cllr Truman with all in favour.

12.2 Newsletter

It was noted that there would be a combined May and June newsletter due to the elections and the coronation. Cllr McLean was asked if she would be willing to continue as editor whilst the Village News would continue to have an editorial board consisting of members of this committee and an officer for final approval and any decisions about external contributions and advertising/promotion.

12.3 Social media

It was noted that Cllr Truman had been added an admin on the parish council Facebook page and Admin and Committees Clerk could benefit from some training on social media. It was asked if this could be considered by the Personnel Committee.

13. Date of Next Meeting

It was noted that the date of the next meeting is scheduled for 11am on Tuesday 27th June 2023 and dates of the meetings for the rest of this year were convenient for committee members and confirmed.

14. Items for the next agenda

It was noted that items for the next agenda need to be received by 5pm, Tuesday 20th June 2023.

15. 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.

16. Close of meeting

Meeting closed 11.38am