

KESSINGLAND PARISH COUNCIL



Minutes of the **Events & Communications Committee** **at 11am on Tuesday 27th June 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)

17. Welcome

Cllr Boyle welcomed and explain the meeting protocol.

18. Apologies for Absence

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

19. Declarations of Interest

19.1 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.

20. Minutes of the Previous Meeting

The minutes of the Events & Communications Committee meeting that was held on 24th May 2023 had been circulated. Cllr McLean proposed acceptance of the minutes, Cllr Cook seconded with all in favour.

21. Public Forum

There were no comments from any members of the public.

22. Report from Youth Sub-Committees

22.1 Issues were noted affecting the youth club at present. The committee noted that the sub-committee would meet on the 3rd of July. Cllrs discussed the issues and noted that the second leader had not yet been appointed and new volunteers has not been recruited either which meant that should any of the current team be unable to attend the club, the sessions had to be cancelled. Unfortunately this was generally happening too close to the start of a meeting which made it difficult to stop youth club members attending unless one of the volunteers runs around to put up notices. The Clerk noted that the Youth Leaders needed a separate Sharepoint area to record Youth Club information which has limited access due to the information contained in the files. Cllr

McLean proposed that the youth club does not open until September when new volunteers are in place, including a deputy youth leader and recommended a folder was needed for the sub-committee to view in Sharepoint. This was seconded by Cllr Cook with all in favour. This course of action would be raised with the sub-committee at their next meeting on the 3rd July 2023.

23. Kessingland Events Group

23.1 It was noted that the last KEG meeting was postponed. The NHS Tea Party will be held at the church hall on Wednesday 5th July. A Teddy Bears picnic is organised for 19th August 2023 and a summer fete will be planned for 24th August 2024. At the next planned meeting, scheduled for Monday 4th September at 6.00pm, the Halloween event will be finalised.

24. Upcoming Events

24.1 Councillors discussed a budget of £160 needed for the Tea Party, with donations given by Morrisons so far. This was proposed by Cllr McLean and seconded by Cllr Cook with all in favour.

24.2 A budget of £500 was agreed for the Halloween celebrations, to include pumpkins, disco, a sweet trail, costumes and prizes which was proposed by Cllr Truman and seconded by Cllr Cook with all in favour. There would be a budget given of £250 as proposed by Cllr Cook for the Dinosaur Day, to cover costumes needed and also a gazebo that will need costing. This was seconded by Cllr Truman with all in favour.

24.3 It was noted that the parish council agreed, in principle, to support holding a Kessyfest in 2024 and to consider who would like to be on a working group to progress this event. A Terms of Reference for the group will be developed and brought back to committee before going to the next parish council meeting.

25. Communications

25.1 Website

The website consultant feels confident on a lot of the website and initial training should start soon. Once there is more confidence on the website then we can hopefully build on the content, more specifically on the community and village pages. We hope to be able to have a list of clubs and societies in the village soon and this will form part of the new area on the community section of the website. This will also be enhanced by a list of all businesses in the village both in person or online.

25.2 Newsletter

It was noted that the newsletter continues to grow in size, content and subscribers. As well as the online version, print versions are placed in key locations in the village

25.3 Social Media

It was noted that page and admins are in place however committee may wish to consider organising training sessions for the new admins, hopefully from more experienced individuals inhouse.

25.4 Village Information Centre

It was noted that the parish council decided to turn the brick and timber unused bus stop in the High Street into a Village Information Centre which would display information of the facilities and services that are available in the area.

26. Date of Next Meeting

The date for the next meeting is 11am, 25th July 2023.

27. Items for the next agenda

It was noted that items for the next agenda need to be received by 5pm, 13th July 2023.

28. Exclusion of the Press & Public

There were no items in this section of the agenda.

29. Close of meeting

Meeting closed at 12.22pm.