

KESSINGLAND PARISH COUNCIL



Minutes of the **Events & Communications Committee** **at 10am on Tuesday 22nd August 2023** held in the Council Chamber, Marram Green

Members present: Cllrs D. Boyle (Chair), C. Carter, C. Cook (Vice-Chair), 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)

43. Welcome

Cllr Boyle welcomed and explained the meeting protocol.

44. Apologies for Absence

No apologies of absence were received.

45. Declarations of Interest

45.1 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.

46. Minutes of the Previous Meeting

46.1 The minutes of the last Events & Communications Committee meeting that was held on 31st July 2023 were circulated late and councillors did not have adequate time to read them, therefore they were deferred until the next meeting.

47. Public Forum

There were no comments from any members of the public.

48. Report from Youth Sub-Committees

48.1 It was noted that a meeting was held between the Clerk and the Youth Leader. A new job description for the new youth leader position was being devised along with policy documents. Councillors decided not to open the club in September until it was fully staffed. Adverts for the position need to be put out as soon as possible.

49. Kessingland Events Group

49.1 It was noted that the next KEG meeting will take place 4th September 2023.

50. Upcoming Events

50.1 Councillors noted the coffee morning was still going ahead and posters were being displayed for the upcoming sunflower competition. Judging will take place on the 26th August. Goody bags & sweets are still needed for the Halloween event.

50.2 Councillors considered that there were no other items to add that need booking for events later in the year as Christmas has already been arranged.

50.3 A discussion was held on how competitions held by Council are dealt with moving forward, as unfortunately, there has been poor uptake with competitions this year. It was decided that the scarecrow competition would be cancelled, and the two entries already received would be awarded prizes. It was suggested that the primary school should be contacted to see what competitions they would like to see the council run in the future. This was proposed by Cllr Cook and seconded by Cllr Truman with all in favour.

51. Communications

51.1 Website

It was noted that the consultant has now been added to admin and is currently looking at Wix to see if there are any similarities with other website that he has worked with. There were initial issues with passwords to enable him access but these have been overcome. There are various levels of access which can be provided and this will come forward to the next committee meeting for discussion. Cllr McLean advised that she was no longer Vice-Chair and that it was amended on the membership list.

51.2 Newsletter

A price was noted for the 75 grammes paper which would be used to produce the newsletter and moving forward, taking into account that the text on an A5 copy may not be easy for readers to read it was decided to use A4. This was proposed by Cllr McLean and seconded by Cllr Truman with all in favour.

51.3 Social Media

It was noted that Cllr Boyle will arrange staff and councillor training on using social media in September when Council are back from the summer break and the Deputy Clerk will provide him with the passwords required for this.

51.4 Village Information Centre

There is no update to receive at present and the committee felt that this item should be dealt with by the 3CD committee.

52. Date of Next Meeting

A discussion regarding the time of the next meeting was held and councillors decided that moving forward they would like all meetings to be held at 11am, therefore the next meeting will be held at 11am Tuesday 26th September 2023.

53. Items for the next agenda

To note that items for the next agenda need to be received by 5pm, 14th September 2023.

54. 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.

There are no items in this section of the agenda.

55. Close of meeting

This meeting closed at 10.45am.