**Minutes of the Community Committee meeting held virtually using Microsoft Teams on Tuesday 15th September 2020 at 7pm**

**Present:** **Councillors:** C. Verney (Chairman), A. Chilver, F. Heaver, L. Newton, J. Shaw, S. Teatum

**Also, present:** Clerk: Celia Price, UBPC Vice Chairman: Bob Harber

Members of the public: None

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| **CC:0920:01** | **Election of Chairman**  Cllr Verney was elected as Chairman for the Community Committee for the municipal year ending May 2021. Proposed Cllr Newton, seconded Cllr Chilver and agreed by all. |
| **CC:0920:02** | **Election of a Vice-Chairman**  Cllr Wood was elected as Vice-Chairman for the Community Committee for the municipal year ending May 2021. Proposed Cllr Heaver, seconded Cllr Newton and agreed by all. |
| **CC:0920:03** | **Apologies for absence**  Apologies were received and accepted from Cllr Wood. Cllr Shaw joined the meeting but had technical difficulties and could not participate. |
| **CC:0920:04** | **Declaration of Councillors personal or prejudicial interest**  The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011). |
| **CC:0920:05** | **Public Adjournment**  None present. |
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| **CC:0920:06** | [**Terms of Reference**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EQ3MpwuvZWlCqDq3d6FEwlQBbUqw6VBTN1w2SG3Am8xG_Q?e=XkWmYA) |
|  | Draft terms of reference were circulated prior to the meeting. These were reviewed and with minor amendments, it was resolved that they should be presented to Full Council for adoption. Proposed Cllr Chilver, seconded Cllr Heaver and agreed by all. |
| **CC:0920:07** | [**Community Engagement Strategy**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EWCyeyBJ04dMuR9Cq_j6iXUBboRzB1i26C2sB42Juz7KKQ?e=19mvZo)  The Community Engagement Strategy was circulated prior to the meeting. Following discussion and review it was resolved that this document be presented to Full Council for adoption as the Community Engagement Policy. The website was discussed and all agreed there should be a second administrator. Cllr Teatum volunteered for the role. Proposed Cllr Verney, seconded Cllr Heaver and agreed by all. |
| **CC:0920:08** | [**Representatives to Outside Organisations**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ERFx9x8cXYxKvr2vlOyuRaQB7mOzqotZeotu4eiH8EtJ4g?e=IjCKFF)  A current list of organisations with a Parish Council representative was circulated prior to the meeting. It was resolved that a member of the Community Committee join the Village Hall Committee and Councillor Verney agreed to take on the role. In addition, Cllr Newton volunteered to liaise with the Upper Beeding Primary School and Cllr Teatum will be lead councillor for Upper Beeding Football Club. All agreed that other representatives would be appointed on an ad-hoc basis. |
| **CC:0920:09** | **Newsletter**  It was resolved to delegate responsibility to a Task and Finish Group to carry out a full review of the newsletter and to work on the next edition with a proposed publication date of November. All Community Committee members will be invited to attend a meeting on Wednesday 7th October at 7pm. |
| **CC:0920:10** | **Christmas Event**  It was resolved to investigate and produce a proposal for Christmas Trees in Upper Beeding and Small Dole. All agreed it is unlikely that a Christmas gathering could take place due to current Covid-19 guidelines, however the committee will keep this under review. |
| **CC:0920:11** | **Committee Priorities**  Cllr Teatum distributed [Community Aspirations](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ERSllx930dVErm9RsG4z0vQBQ1HZIfNyZNSyf3rfjzk6Yg?e=eqooYc) as identified in the Neighbourhood Plan consultation. It was resolved to review this document along with other ideas and produce a strategy incorporating short, medium and long term gaols. This will be the focus for the next meeting. |
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| **CC:0920:12** | **Future Meetings**  It was resolved that the Community Committee will meet monthly for the next three months and then move to bi-monthly meetings. The meetings will take place on the first Tuesday of each month at 7pm. |
| **CC:0920:13** | **Matters raised by Councillors**  Cllr Teatum suggested Councillors could take a lead in issues raised geographically. All agreed to add this to a future agenda item for discussion.  There being no other business the meeting concluded at 8:15pm  Minutes Signed By: Date: |
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