**Minutes of the Community Committee meeting held virtually using Microsoft Teams on Tuesday 2nd February 2021 at 7pm**

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

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

Members of the public: None

**CC:0121:01 Apologies for absence**

Apologies were received and accepted from Cllr Newton and Cllr Wood.

**CC:0121:02 Declaration of Councillors personal or prejudicial interest**

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

**CC:0121:03 Minutes of the last meeting**

The minutes of the meeting held on [1st December 2020](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EdTA8AY62udFtK-a1VzcsWgBxQt86xnAkHKdY_rPc722qA?e=rapCwJ) were approved as a true record. Proposed by Cllr Chilver, seconded Cllr Shaw and agreed by all. The Chairman will sign the minutes as soon as is practical.

**CC:0121:04 Public Adjournment**

None present.

**CC:0121:05 Projects**

An [update](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EcmEaRHiUFBNoM09zgmdb1sBbJauL7Q_0i5zyZihHgrvdw?e=QgcfWb) was circulate prior to the meeting and questions were invited. The Clerk will advise when the trees and tree guards have arrived for Hyde Street Green to enable planting.

**CC:0121:06 Newsletter and Website**

The Clerk reported that the website continues to be updated. The Clerk will contact key groups for content on the Community Page.

The newsletter was discussed and it was agreed the focus will be on Finance. Cllr Harber as Chairman of the Finance Committee will write an article. In addition, Cllr Warren as Chairman of the Facilities Committee will write about the skatepark. The newsletter will also feature articles from the Wardens, an update on Hyde Street Green, becoming a dementia friendly Parish Council, two councillor profiles (Cllr Harber and Cllr Wood), the proposed volunteer scheme and details on how to advertise on the back page of the newsletter.

The deadline for the first draft of the Spring Newsletter will be Monday 15th February to enable distribution during the first week of March.

**CC:0121:07 Logo**

A supporting paper with a proposal for a ‘[logo’ and ‘branding’](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ET3xftJyDJ1Ck2g4NYm2QGQBX5V_IvHK_Wyh1JpBA81srg?e=jeJieo) was distributed prior to the meeting.

Councillors discussed the proposal and resolved to recommend that full council adopt the branding as proposed.

**CC:0121:08 Community Engagement**

The Chair reported that he has had communication with Steyning Grammar School (SGS) and an invitation has been extended to the Community Committee to attend a tour of the new 6th form once conditions allow.

It was also agreed to approach the Football Club, Cricket Club and Youth Club to attend future meetings.

Councillor surgeries were discussed, including the possibility of ‘virtual’ surgeries; it was agreed to use Facebook as a gauge for any appetite for these events.

Promotion of existing clubs and societies as the COVID restrictions are relaxed was discussed. It was agreed to collate a list of organisations to be contacted, at the appropriate time, offering the support of the Community Committee in assisting as much as possible.

**CC:0121:09 Annual Parish Meeting**

An Annual Parish Meeting must take place between 1st March and 1st June, it was thought that it unlikely that a physical meeting will be permitted, and there has been no definite guidance from Government as to whether the requirement for an APM will be suspended.

Various options to facilitate a virtual Annual Parish Meeting were discussed. Concerns were raised about potential technical difficulties, content and appetite to attend. All agreed a Facebook Poll would give some idea of interest, the Clerk will facilitate this.

**CC:0121:10 Matters raised by Councillors**

Cllr Heaver has inspected the noticeboards in Hyde Square and at Dacre Gardens. Spare parts have been ordered for the Hyde Square noticeboard. The Dacre Gardens noticeboard is at the end of life. Maintenance and replacement of all noticeboards will be added to the next Community Committee agenda. A vote of thanks was recorded to Cllr Heaver for his prompt attention to the noticeboards requiring urgent repair.

There being no other business the meeting concluded at 7:45pm

Minutes Signed By: Date: