**Minutes of the Community Committee meeting held at The Gladys Bevan Hall, Church Lane, Upper Beeding on Tuesday 5th July 2022 at 7pm**

**Present:** **Councillors:** I. Allen,A. Chilver, B. Harber, S. Teatum

**Also, present:**  Cemetery Clerk: Colette Harber

**CC:0722:01 Election of Chairman**

It was resolved to elect Cllr Harber as Chairman for the Community Committee for the municipal year ending May 2023. Proposed Cllr Allen, Seconded Cllr Teatum

**CC:0722:02 Election if a Vice-Chairman**

In his absence, it was resolved to elect Cllr Heaver as Vice-Chairman for the Community Committee for the municipal year ending May 2023. Proposed Cllr Teatum, Seconded Cllr Allen.

**CC:0722:03 Apologies for absence**

Apologies were received from Cllr Heaver.

**CC:0722:04 Declaration of Councillors personal or prejudicial interest**

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

**CC:0722:05 Minutes of the last meeting**

It was resolved to accept the minutes of the Community Committee meeting held on [1st March 2022](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EVX0u4FEd1lJosNINHPGgt0BJR1CHWJuYEcg3AgsVl8R3Q?e=qXehjE) as a true and accurate record. Proposed Cllr Harber, seconded Cllr Chilver.

**CC:0722:06 Public Adjournment**

None present

**CC:0722:07** **Terms of Reference**

The Community Committee [terms of reference](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EVxGEISaXqdDgTAssbG2oJoBcww8KzRW9ZRqaJ-ZVFb-3A?e=xx7owx) were reviewed and discussed.

Given the perceived difficulties finding people to volunteer for community groups and local Parish Councils, it was suggested that one single change be made to the terms of reference by reducing the number of Councillors needed for a quorum to three members instead of four as at present.

It was resolved to recommend these, including the reduction needed for a meeting to be quorate, for adoption by full council. Proposed Cllr Harber, Seconded Cllr Allen.

**CC:0722:08** **Projects and Priorities**

Projects and priorities were discussed, and the following were agreed for the municipal year ending May 2023. To:

* improve relationships with all local Community Organisations
* become a dementia friendly Parish Council
* encourage local residents to stand for election to the Parish Council in the forthcoming round of elections in May 2023

**CC:0722:09 Queen’s Jubilee**

The community Jubilee grants have been very well received. Many of the groups and parties have sent photographs and the Clerk will update the website with a Jubilee page.

HDC trees in Hyde Street Green and Small Dole play area will be planted in November. Commemorative plaques to be arranged.

The rose garden, on the bank in front of Dawn Close, had been prepared and roses will be planted shortly. A commemorative plaque will be arranged and installed.

**CC:0722:10** **Dementia Friends**

The [NALC document](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EXSpxr16xiZAtN3GmIhZ1x0BUQ-1dwI4ZXWCHFMfxRiTLw?e=woUDqO) on dementia friendly communities was circulated prior to the meeting. The voluntary offer from Cllr Heaver, to lead the project, was accepted.

Cllrs Allen and Teatum also expressed an interest in the project.

It was further suggested that all three councillors should attend a dementia-friendly course run by either Age UK or HDC to ensure that they understood the needs of people with dementia. Proposed Cllr Harber; Seconded Cllr Teatum.

Cllr Teatum offered to research a suitable course, either by Zoom or in-person.

**CC:0722:11** **Newsletter**

The proposed revival of the Parish Council Newsletter was discussed.

It was agreed that the Newsletter should be written once a year, overseen by Cllr Harber, as the Parish Council Chairman, and delivered to all households as well as being placed on the Parish Council website.

It was felt that the first edition should be published by mid-October 2022 with a timeline of a request for relevant information going out to local organisations by the end of July and all information being received by early September.

Ideas discussed for inclusion in the Newsletter were:

* what it is like to be a Parish Councillor?
* promotion of and information from the local Football Club and Cricket Club
* promotion of and information from Small Dole Skate Park Committee
* promotion of and information from all Community Organisations
* any visionary ideas for Upper Beeding Cement Works
* connection with community groups who regularly use the Beeding & Bramber Village Hall

**CC:0722:12** [**Community Organisations**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EUWUCm5kdbpDvXBRrUBj_vEBisSwebM4D5NtY-2fuPIO1w?e=ou5iGA)

Relationships with community organisations were discussed. It was resolved that it would be good practice to reset the terms and have a communications plan for all Community Organisations, ensuring that the Parish Council is supportive and that the organisations provide timely notice of their meetings.

It was felt that the list of Parish Council representatives to outside bodies for the municipal year 2022-2023 should remain currently as they stand, subject to all Councillors being willing to continue, with only a few amendments.

* **Beeding in Bloom**, where it was noted that Colette Harber had been voted as Secretary to Beeding in Bloom at its last AGM and would update the Parish Clerk of its involvement in the Parish
* **Saltings Field Conservation Group**, where it was felt that the tree warden could be of great assistance
* **Upper Beeding Primary School**, where the relationship with the school was disappointing and needed to be renewed.
* **Volunteer Litter Pickers**, where it was understood some people would like to be used during the week rather than exclusively at weekends.

**CC:0722:13 Community Engagement**

Having discussed various aspects of community engagement throughout the meeting, it was felt that the use of social media should be used extensively to improve communication as widely as possible.

**CC:0722:14 Matters raised by Councillors**

The next meeting of the Community Committee in September should include all articles for the first edition of the Newsletter.

There being no further business the meeting closed at 8.25pm

Signed: Date: