

MINUTES OF COMMUNITY COMMITTEE MEETING

held in Brockworth Community Centre, on **Tuesday 8th October 2019 at 7.00 p.m.**

1.	Welcome from Chair of Committee
2.	Attendance recorded as Councillors' C Carter, C Parry, D Harwood, L Gerrard, R Hatton, Committee noted that Councillor N John has resigned from this committee
3.	Committee noted apologies/absences Councillors W Stevens, J Mills, S Stevens,
4.	Committee received no any declarations of interests on matters on the agenda
5.	Committee approved draft minutes of meeting held on 9 th September and 10 th July which were then duly signed
6.	No members of the Public attended
7.	Committee agreed giving access to the Locum Clerk for Parish Council website to be able to post minutes and agendas and to review content that requires updating. Committee agreed it wishes to seek tenders for outside consultancy to operate website - noting current provider has provided an estimate to make compliant Committee agreed to seek quotations for upgrading present website as well as alternative re-design a website.
8.	Committee discussed update on Scarecrow charity event - Councillor Gerrard- Bring back to agenda on January 2020
9.	Councillors' Gerrard and Carter provided update on business liaison work including feedback from Woodlands Vets who would like to be involved in Parish Fete. Waiting for action plan to be agreed before further extending this liaison work.
10.	<p>Committee discussed update on British Legion events – November and VE Day (May). Cllr Parry. November- RBL using St Georges car park and building as hub including after service event and road closures have been agreed. Volunteers have been involved. Parish notice boards will be used for formal notices. The Council website will be used to publicise the event. Chairman of Parish Council and other Councillors will be attending to represent the Parish Council. A Wreath will be laid by Councillor Mills on behalf of the Parish Council. Committee agreed that Cllr Parry will be the delegated representative between the British Legion and the Parish Council. Committee agreed to provide a donation to fund the wreath being laid on behalf of the Parish Council</p> <p>Cllr Hatton left at 19.28pm</p> <p>VE Day 8th May 2020 -10am onwards was discussed and Committee informed that there will be a road closure and a street party and it was agreed that Cllr Gerrard and Cllr Parry will liaise on behalf of the Parish Council. Agenda item January 2020.</p> <p>Working group for events already set up including Cllrs Gerrard, Cllr Parry, Cllrs C Evans, Cllr Carter, Cllr Harwood, Cllr Mills and 5 members of the public</p>
11.	<p>Committee reviewed planting scheme, map available in Councillors induction pack already distributed and discussed overall policy for planting scheme going forward including funding. The following scheme was approved</p> <p>Roundabouts to be planted with wild meadow seeds. Ensuring that sight lines are not blocked as the plants grow and local groups to be invited to work with working party to do the preparation and planting. Contractors to confirm if all these roundabouts are maintained by BPC before work goes ahead.</p> <p>Court Road 1st priority Vicarage Lane —2nd Ermin Park –3rd Memorial area – poppies- sponsorship to be sought,- if successful will be 2019/20 if not 2020/21 Cross hands 5th priority –</p>

	Delegated to JM to source seeds and to seek sponsorship. JM to update committee report next meeting
12.	Committee agreed a request for a link to police and crime commissioners annual report to be put in parish magazine/newsletter/website
13.	<p>Committee discussed Parish Fete update - 25th May Bank holiday 10am-11pm Assistant clerk has provided an update action points from H & S consultant discussed and actions agreed –see advice from H & S for actions required Security- noted Medical cover- St Johns contacted Entertainment/Alcohol Licence – apply for temporary event notice – Cllr Carter will assist JM to apply Inflatables- noted Fairground rides – not applicable Sanitation- Brockworth Albion Football club to be approached- for use of their changing rooms and also to obtain quotes for portaloos to make up number Water points- ask Brockworth Albion and Scout hut for access to their water points Food- All will have food hygiene training Transport management – to be discussed at later date –approach Rugby Club and local schools to request use of car parking facilities Mill Lane field - Brockworth Albion to be asked to arrange temporary barriers to be removed where necessary -further information to follow but agree in principal Site design- at later date Temporary structures -at later date TBC mayor to be sent dates with formal invite - Raffle tickets will be printed within 6 weeks of the date Donation letter approved and will be needed for Autumn Fayre/Christmas Fayre -</p>
14.	<p>Committee discussed Autumn Fayre update - 2nd November - 12 to 4pm i Cllr Parry to invite Woodland Vets to have table and talk about firework night and pets. Cllr Harwood has invited age concern group. Events working group are organising and will liaise with JM as necessary. Cllr Carter has links with family support based in Brockworth Children’s and Family centre and STWA and have invited them to have information tables at the event. letters to be sent to the above to invite them to take part and also St Georges, URFC and The Link to clarify what stalls they will be running. Cllr Parry has been delegated a budget of £40 for Childrens’ activities including rosettes and will bring in receipts for reimbursement. Certificates to be produced from computer –see Cllr Parry Monies from Raffle will be banked into BPC “Events budget” and will then be available for future events</p>
15.	Committee agreed it wishes to start process of making identified letter box a community asset and to register it as such with TBC. Cllr G Evans and Cllr C Carter to set up public consultation/petition. Cllr C Carter to provide list and locations of all assets requesting community asset listing. A file specifically for this project will be required
16.	Committee discussed Christmas Fayre update regarding 14 th December, 12 to 4pm Working party to report for next meeting.
17.	Committee noted that a request to suggest content for TB News was received but the deadline was only 1 week from notification. Committee gave the Clerk delegated authority following consultation with Chair of Council to submit articles on behalf of the Council. BPC would like a list of deadline dates for the year ahead
18.	Financial report – Committee approved actual against budget – September 2019

19.	<p>Committee considered report on the Taxi Voucher scheme as prepared by the Assistant Clerk. Applications approved at last meeting are in the process of being completed</p> <p>Council approved application of 10.19A</p> <p>This is the final one approved for this year. The Committee was informed that it had approved £1400 worth of vouchers (£50 per applicant) but that only £95 worth had been spent. Sage shows £140 has been spent. The Committee also heard that priority was given to the same applicants at the start of each financial year and that not all vouchers are used.</p> <p>The committee agreed review the scheme in time for the next financial year. A proposal was agreed that a grant to a community transport scheme will be investigated as an alternative for the next financial year.</p> <p>Cllr Hatton returned at 20.48pm</p>
20.	<p>Committee agreed it wishes to arrange a "thank you event" for volunteers using identified budget source as "good citizen award". To be arranged February 2020 (1.30 to 3.30pm) on a Sunday afternoon Tea theme (Cllr Harwood to liaise with AK for booking hall), a list of potential invitees from all volunteer activities in the Village will be compiled, names to be submitted to JM to send out invitations in new year. All Councillors to be invited. Nominations of invitees to be sought via newsletter (Cllr Gerrard) and website (JS) and poster on noticeboard (Cllr Parry to design).</p>
	<p>Date of next meeting confirmed as 12th November 2019 at 7pm</p> <p>Meeting closed at 20.58pm</p>