

Minutes of COMMUNITY COMMITTEE MEETING

held in Brockworth Community Centre on **Tuesday 12th November 2019 at 1900 hrs**

1.	Welcome from Chair of Committee
2.	Attendance recorded as Councillors' C Carter, D Harwood, C Parry,
3.	Committee received apologies for absence from Cllrs' L Gerrard, J Mills Stevens, R Hatton, Absences of Cllrs W Stevens and S Stevens were noted
4.	Received no declarations of interests on matters on the agenda
5.	Approved draft minutes of meeting held on 8 th October 2019
6.	Public session at the discretion of the Chair of Committee- no members of the public attended
7.	Committee discussed update on Scarecrow charity event, - Councillor Gerrard- cfwd
8.	Councillor Carter gave an update on business liaison work – regular agenda item- Assistant Clerk send standard letter (to be agreed with Cllr Carter) from list provided by Cllr Carter
9.	<p>Committee discussed update on British Legion events – from Cllr Parry included monies raised and publicity generated.</p> <p>November (Councillor Parry) and VE Day (May) Working party 1940's theme. Budget available to be confirmed for music/dance at events - Committee Clerk</p> <p>Possibility of using MUGA for classic cars.</p> <p>January 2020 Community Administrator to seek food donations (list from Cllr Parry)</p> <p>Cllr Parry to do publicity to generate 200 invitations to street party with small charge as a holding deposit</p> <p>Community Administrator in liaison with Cllr Parry to do letter for Care Homes as invitation.</p> <p>Volunteers needed on day</p>
10.	<p>Committee discussed feedback on Autumn Fayre -2nd November – including feedback from Assistant Clerk as project officer (Community Administrator going forward)</p> <p>A method of monitoring people coming into the building is needed – Raffle tickets will be issued/sold for a nominal fee</p> <p>Move date forward to mid-September</p> <p>Booking of tables must go through Community Administrator</p> <p>Lead Councillor – Councillor Parry</p> <p>H & S comment noted re fire escapes and numbers in buildings</p>
11.	<p>Committee discussed Christmas Fayre update -14th December</p> <p>Raffle prizes being accumulated</p> <p>Councillor Carter will contact Assistant Clerk regarding publicity letter to schools</p> <p>Funding discussed – no budget in 2019/20 for events</p> <p>H & S discussed regarding “grotto”- lead Councillor Cllr Harwood</p> <p>Working party to organise logistics</p> <p>Assistant Clerk to organise posters and website publicity</p> <p>Assistant Clerk to book 12 tables in hall</p> <p>Foyer 2 charities – to be agreed</p> <p>Foyer Raffle and St Georges Church</p> <p>Grotto in downstairs meeting room</p> <p>Alcohol permitted to be sold as Council is organising event</p>
12.	<p>Committee discuss Parish Fete update – 25th May Bank holiday</p> <ul style="list-style-type: none"> • Assistant clerk has been asked to provide an update (project officer) including temporary events notice to be completed by lead Councillor – Cllr Harwood

	<ul style="list-style-type: none"> • Committee noted water to be used at the Mill Lane football club (no donation approved) • Committee noted the update on the temporary barriers around the football pitch • Committee discussed quotation for portaloos as presented in working papers- Assistant clerk follow up cfwd • Committee discussed quotation for St Johns Ambulance First Aid and Medical cover – Risk assessment to be checked to clarify if necessary because village fete is being held on Council land at Mill Lane playing fields – Event will be starting at 10am to close at 8pm Assistant clerk follow up • Committee deferred to next meeting re jazz band to attend the Fete with fee of £350 but would like 5 to 7pm –live music license for Mill Lane will be included in Temporary event notification • Other entertainment/displays to be sourced –Councillors to bring ideas to next meeting
13.	Committee noted that in order to process identified post box as a community asset and to register it as such with TBC a list of locations and letter box identifications is to be provided to Assistant Clerk from Councillor Carter
14.	Committee agreed to cfwd update on planting scheme – Councillor Gerrard leading project Assistant Clerk – cfwd sponsorship requests
15.	Committee noted update on specific dates for TB news – Borough Councillors to seek further clarification
16.	Financial report – Committee noted actual against budget –October 2019
17.	Committee noted that BT are undertaking a review of telephone kiosks and agreed Council does wish to adopt telephone kiosks in Moorfield Road and Court Road – Business Clerk to follow up
18.	Committee received update on a” thank you event “for volunteers – Assistant Clerk – cfwd – Cllr Harwood to book room
19.	Committee declined request for donation of a prize for Headway Charity Christmas Fete on 5 th December 2019 due to budget constraints – Assistant Clerk to respond
20.	Committee noted correspondence from Gloucestershire/Staverton Airport Memorial – Committee agreed it would be interested to attend opening event. Clarification needed on dates/times and numbers and then to be agreed at Full Council – December meeting Assistant Clerk to follow up
21.	Committee noted that “JetAge” newsletter for November is available in Councillors resource room
22.	Committee confirmed the Council is to take part in the Christmas Tree event delegated to Councillor Parry to lead project “Parish of Brockworth Christmas Tree”. Committee agreed a £10 for resources
23.	Committee wishes to replace windows in the Shurdington Road notice board in the 2020/21 financial year and it wishes to seek quotations-Assistant Clerk
24.	Committee agreed it wishes to invite an representative from Plymouth Brethen to speak to the Committee with regard to involvement in one-off community projects and/or working with the Council in emergency situations as part of any future Emergency Plan adopted by BPC- Assistant Clerk to invite to January 2020 Community Committee
25.	<p>Committee confirmed the plan for the next newsletter and the administration support that they would like Process for newsletter agreed as</p> <ul style="list-style-type: none"> • Chairs of Committees to email Community Administrator within 48 hours of FC meeting with ideas- starting with December FC • Community Administrator to draft newsletter taking information from Chairs of Committee and minutes of all committees since last publication, including where

	<p>possible future events and to email Chairs of Committees with a 48 hour turn around for comments</p> <ul style="list-style-type: none"> • Draft to be ready 7 days before Community Committee for including in agenda pack • Community Committee (January 2020) to approve draft • Community Administrator to finalise and to send to printer for circulation within 10 days of Committee approval • Process to be reviewed in April 2020
26.	Committee noted email from PM regarding photography and response sent from Business Clerk
27.	<p>Committee agreed to refer to Full Council website proposal with recommendation from Business Clerk of option 1 or 2 which would meet the requirements.</p> <p>Email system update to be considered at a future date. Budget for this work could be vired from Magazine Advertising Costs as this project has ceased. Full Council would need to approve vire before work can be commissioned-</p>
28.	<p>Committee agreed it wishes to adopt a filming policy to enable Business Clerk to respond to individual requests, often submitted at short notice.</p> <p>Committee agreed to delegate to Business Clerk to prepare a draft for approval at next meeting.</p>
	<p>Date of next meeting to be confirmed as 5th December 2019 at 1900hrs</p> <p>Meeting closed at 20.40hrs</p>

operating report for community committee					29TH OCTOBER 2019	
	code	budget income	budget expenses	Actual income	Actual expenses	under budget
sale of dog bags	4606	1200		454		746
Fair income	4500	500		400		100
parish magazine advertising	4505	1200		146		1054
grant income- TBC disposal of play surface to B&G	4615					0
Community grant to B &G	3151					
youth grant income vire						
Advertising costs (Magazine)	5110		2750		937	1813
youth grants	5172		25000		26793	-1793
dog bags			1700		432	1269
bins- dogs and litter to Planning, Highways, Environment						
good citizen awards			100			100
s137 and other grants	5317		2250		108	2142
CAB grant	5182		2600		1872	728
library support	5168		500		250	250
taxi voucher scheme	5301		1500		215	1285
community grant expenditure to B & G	5810					0
totals		2900	36400	1000	30607	-29607