

Minutes approved on:	
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## DRAFT

### Minutes of a meeting of the Communications and Policies Committee held on Thursday 03 August 2017 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs G Hewett, C Hughes, P Hughes and D Peer.

Attending: Katy Hughes (Deputy Clerk)

#### 17/CP/10 **Public Questions**

There were none

#### 17/CP/11 **Apologies and declarations of members' interests**

11.1 There were no apologies received.

11.2 There were no declarations of members' interest.

#### 17/CP/12 **Minutes of the Previous Meeting**

12.1 It was proposed and **RESOLVED** that the minutes of the meeting of 06 June 2017 were a correct record of the meeting, and these were signed by Cllr C Hughes.

12.2 Matters arising:

##### 12.2.1 Terms of Reference

The Deputy Clerk reported that the Terms of Reference was updated. Cllr C Hughes requested a printed copy.

##### 12.2.2 Arts event budget

The Deputy Clerk reported that the event will be discussed at this evening's meeting, and the event budget will go to the September council meeting.

##### 12.2.3 Lectern

Members requested the Deputy Clerk to order the lectern and clip on LED light, and these were signed off by Cllr C Hughes.

##### 12.2.4 Suggestion box

Two proposals for a suggestion box for the parish hall were tabled and members requested the Deputy Clerk to order the red box, and this was signed off by Cllr C Hughes.

##### 12.2.5 Power supply for School Green

Members discussed the proposal for routing a power supply on to the green. The Deputy Clerk reported that she has requested a quote for extending the external power supply to the edge of the plant bed, and the purchase of good quality cables and cable protectors to reach the green, which could be taken to September council. Following discussion, the Deputy Clerk was asked to contact SSE and find out whether a power supply could be derived from the street lighting on the car park.

17/CP/13 **Standing Orders**

Members noted that the revisions to the Standing Orders have been reviewed by the Finance and General Purpose Committee. Following discussion, members noted that going forward, the Standing Orders should be reviewed by the Communications and Policies Committee and the Finance Regulations, and Financial Risk Management Regulations should be reviewed annually by the Finance and General Purpose Committee.

17/CP/14 **Spencers Wood Carnival**

14.1 Members discussed the council's stall at the Spencers Wood Carnival on 16 September 2017. The Deputy Clerk was asked to email members and draw up a rota of those able to help on the day.

14.2 Cllr C Hughes expressed disappointment that the event organisers had needed to contact the Parish Council to find out whether the council was financially supporting the event, when the budget had already been agreed.

14.3 Cllr C Hughes reported that in 2016, she had helped to hand out the cheques to the various groups attending, and Cllr P Hughes had drawn the raffle. She requested support from other members to carry out these roles this year, as Cllrs C and P Hughes will be unable to attend on the day.

17/CP/15 **Arts event – Saturday 21<sup>st</sup> October 2017**

Cllr C Hughes gave a report on the arts event, and the planning carried out to date. She noted that the event has been scaled back to three main locations, Spencers Wood Village Hall, Caf' Active in St Michael's Church, and the Parish Hall in Shinfield. She reported on the proposed events to be carried out in the various locations, and noted that volunteers from the Parish Council and local community will be needed for the day, to help the event run smoothly.

17/CP/16 **New community centre communications**

Members noted that the decision to proceed with a RIBA competition to design the new community centre would be featured in the newsletter, and a press release issued.

17/CP/17 **Member photographs**

Following discussion, members deferred this to a later date.

17/CP/18 **Events**

18.1 Remembrance Day (Sunday 12<sup>th</sup> November)

Cllr C Hughes noted that the Shinfield branch of the Royal British Legion has been wound down, and the Parish Council will need to identify somebody to read the names of those laying wreaths at the event this year. Members suggested that the Vice-Chairman and Chairman of the council could potentially carry out this, and the laying of the Parish Council's wreath between them. Cllr Peer volunteered to read these out, if the Vice-Chairman was unable to.

18.2 Volunteer event

Following discussion, members agreed a date of Friday 3<sup>rd</sup> November for the event. Members noted that the format would be the same as last year, but with a slightly broader invitation list.

18.3 Litter pick events

Members noted the increase in dog waste and asked the Deputy Clerk to investigate options for dog waste bags and bins.

Noting the council's other events that were proposed for the autumn, members agreed that regrettably, there was insufficient capacity to organise a further litter pick event this autumn.

18.4 Carols on the green

Cllr C Hughes reported that the event is scheduled to be held on Friday 15<sup>th</sup> December on School Green. Following discussion, members agreed to seek a sponsor for a larger

community Christmas tree and to ask Shinfield View if they might be willing to host refreshments after the event. Cllr Hewett offered to speak to Shinfield View.

Cllr P Hughes agreed to investigate options and costs for a larger Christmas tree.

18.5 Councillor surgeries

Following discussion, members felt there had been little demand for these events and agreed to put plans for further surgeries on hold for the present time.

17/CP/19 **Committee CIL priorities**

Following discussion, members agreed to investigate options for a marketing consultant for the parish council, who could assist with promoting events, press releases etc. Cllr C Hughes will investigate options and report back at the next meeting.

17/CP/20 **Noticeboards**

20.1 Members reviewed the quotes for replacement noticeboards and it was proposed and **RESOLVED** to proceed with ordering three new powder-coated aluminium noticeboards from Greenbarnes, at a cost of £1,041.97 plus VAT for each noticeboard.

20.2. The Deputy Clerk was asked to organising for fitting two noticeboards, including liaising with Cllr P Hughes over the location of theca replacement board for Grazeley, and for one to be installed at Church Lane, Three Mile Cross, following completion of the junction scheme works.

17/CP/21 **Celebrating Success**

21.1 Cllr P Hughes noted that the Development Board has agreed the go-ahead for the RIBA design competition for the new community centre.

21.2 The Deputy Clerk reported on the purchase and installation of a new dog waste bin for the Pearmans Croft Residents' Association.

21.3 Following the completion of the parish hall refurbishment, an open house event will be held on Friday 6<sup>th</sup> October from noon, to showcase the new hall facilities.

17/CP/22 **Ramblers Leaflet**

Following discussion, members **RESOLVED** to fund the cost of printing the new ramblers leaflet.

17/CP/23 **Correspondence**

There were no correspondence items

17/CP/24 **Date of next meeting**

An additional meeting was proposed and agreed for Monday 2 October 2017.

The date of the November meetings, for reviewing and proposing 2018/19 budgets was confirmed as Thursday 16 November.

*The meeting ended at 21.10*

**List of actions**

Ref	Action	Action by
12.2.1	Print a copy of the updated Terms of Reference for Cllr C Hughes	Deputy Clerk
12.2.3	Order lectern and clip on light	Deputy Clerk
12.2.4	Order suggestion box	Deputy Clerk
12.2.5	Contact SSE and find out whether a power supply can be provided for school green	Deputy Clerk
14.1	Email members and draw up a rota for Spencers Wood Carnival	Deputy Clerk

18.3	Investigate options for dog waste bags and bins.	Deputy Clerk
18.4	Speak to Shinfield View about hosting residents after the Carols on the Green	Cllr Hewett
18.4	Investigate options and costs for a larger community Christmas tree	Cllr P Hughes
19	Investigate options for a marketing consultant and report back	Cllr C Hughes
20	Order 3 new noticeboards and organise for fitting of two new boards (liaise with Cllr P Hughes over the location of the new board for Grazeley)	Deputy Clerk