

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Communications and Policies Committee held on Monday 02 October 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), James Reid (Resident)

17/CP/25 **Public Questions**
There were none

17/CP/26 **Apologies and declarations of members' interests**
26.1 No apologies were received as all members were present.
26.2 There were no declarations of members' interest.

17/CP/27 **Minutes of the Previous Meeting**
27.1 It was proposed and **RESOLVED** that the minutes of the meeting of 03 August 2017 were a correct record of the meeting, and these were signed by Cllr C Hughes.
27.2 Matters arising:
27.2.1 Terms of Reference
The Deputy Clerk reported that this had been done
27.2.2 Lectern and clip on light
The Deputy Clerk reported that the lectern and light have been ordered and received.
27.2.3 Suggestion box
The Deputy Clerk reported that the suggestion box has been ordered and received and will be wall mounted near the office door. Members requested that paper and pen be also made available for use adjacent to the suggestion box.
27.2.4 Electricity supply on School Green
The Deputy Clerk reported that she has liaised with SSE and spoke to the electrician working at the parish hall, to determine the power requirement for the supply to the green. Members requested that once a quote is received, a CIL form is completed, and if possible, submitted to the November council meeting for approval.
27.2.5 Spencers Wood Carnival
Members noted that the carnival had been a great success and had been well attended. Cllr Peer asked whether the council's pitch could be further from the music tent next year, to make it easier to hold conversations with residents. The Deputy Clerk was asked to arrange a thank you card for Sue's husband and son, Graham and Matthew, for their efforts on the day with setting up and dismantling the council's stand.
27.2.6 Dog waste bins, bags and collections

The Deputy Clerk reported that she had contacted two companies requesting further information on dog waste collections, and had received no responses. Members discussed the provision of additional bins, and dog waste bag dispensers, and it was noted that other councils provide supplies of brightly coloured dog waste bags, to encourage the proper disposal of dog waste. The Deputy Clerk was asked to investigate options for bags and bag dispensers.

27.2.7 Carols on the Green – refreshments

Cllr Hewett reported that he had spoken to Shinfield View, who will provide mulled wine and soup following the Carols on the Green event on Friday 15 December.

27.2.8 Christmas Tree

Cllr P Hughes reported that a large 20 foot tree can be ordered for around £500, including installation. Members noted the need for a power supply on the green to power lighting for a tree. Cllr P Hughes will obtain some formal quotes.

27.2.9 Marketing Consultant

Members discussed the need for a marketing brochure for the newly refurbished parish hall. Members discussed having a regular advert for the hall in the Loddon Reach magazine and this will be considered as part of the budget for 2018/19.

Cllr Hewett offered to speak to some marketing contacts and obtain some guide prices for a marketing brochure for the parish hall.

27.2.10 New noticeboards

The Deputy Clerk reported that 3 new noticeboards have been ordered and received, and 2 should be installed in Spencers Wood and Grazeley (in a newly identified location) within the next week or so. The third noticeboard will be installed once the highways works to the Church Lane / Basingstoke Road junction are completed, which is anticipated to be in the spring of 2018.

17/CP/28 **Art and Crafts Festival**

The Deputy Clerk gave a verbal report on the preparations for the Art and Crafts Festival, to be held on Saturday 21st October 2017.

17/CP/29 **Future events**

29.1 Open House event – 3rd November

Following discussion, a date was agreed for the afternoon of Friday 3 November, from 12 until 4pm. Councillors were requested to be in attendance at this event, where possible.

29.2 Volunteer event – 3rd November

Cllr C Hughes noted that she and the Deputy Clerk would arrange catering for this event. The Deputy Clerk was asked to arrange for invitations to be extended to include local sports clubs, uniform groups and the village hall committees. The Deputy Clerk was asked to arrange for invitations to be sent within the next 2 weeks.

29.3 Remembrance Sunday – 12 November 2017

The Deputy Clerk reported that arrangements are in hand for this annual event. The Deputy Clerk was asked to liaise with the Clerk regarding a school choir for the event.

Members asked whether a charity donation box should be placed out for refreshments after the event.

29.4 Carols on the Green – 15 December 2017

Cllr C Hughes noted that this event is organised by Shinfield Baptist Church. It will be promoted on social media more widely this year, and is featured in the forthcoming newsletter. Refreshments following the event will be provided by Shinfield View.

17/CP/30 New community centre

There were no communications related matters to discuss for the new community centre at this time.

17/CP/31 Budget spend to date

31.1 Members reviewed the budget spend to date, discussed proposals for spending going forward, and noted the following:

Code	Description	Annual budget	Spend to 26 September 2017
4083/401	Advertising	£1,200	£212
4084/401	Promotional material	£2,400	£254
4085/401	Website	£1,500	£260
4086/401	Newsletter	£6,000	£1,015
4170/401	Hospitality	£500	£146
4087/402	Local community events	£4,500	£1953
4088/402	New noticeboards	£6,000	£0

Members noted the following:

- The autumn newsletter will be printed and distributed in the next two weeks, and this will add approximately £1,000 to the spend for 4086/401
- The invoice for the new noticeboards will be paid this month, and including installation, will be approximately £3,500
- The cost for the Art and Crafts Festival is expected to be around £1,000.

Members discussed the location and attendance at the WBC forum meetings, and the lack of publicity around these meetings.

17/CP/32 Celebrating success

Members discussed the success of the Spencers Wood Carnival. Cllr Peer reported that she helped the organisers distribute the donations from the previous year and Cllr Grimes drew the raffle. The event was well attended.

17/CP/33 Correspondence

33.1 Members noted a training course offered by the Community Council for Berkshire (CCB) on marketing village halls. Regrettably, no members will be available to attend due to other commitments.

33.2 The Deputy Clerk reported on the Brake Speed Awareness week, in November, and the opportunity to progress the council's aims for safer roads and lower speed limits.

17/CP/34 Date of next meeting

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

The meeting ended at 21.00

List of actions

Ref	Action	Action by
27.2.3	Make pens and paper available where the suggestion box will be	Clerk / Deputy Clerk
27.2.4	Complete a CIL form for the power supply for School Green	Deputy Clerk
27.2.5	Arrange a Thank You card for Graham and Matthew	Deputy Clerk

27.2.6	Further investigate options for dog waste bag dispensers and further waste bins	Deputy Clerk
27.2.9	Report on any progress with identifying a suitable marketing strategy for the parish hall	Deputy Clerk / Cllr C Hughes / Cllr Hewett
29.2	Send invitations for the Volunteer event	Clerk
29.3	Liaise with the Clerk regarding a school choir for the Remembrance Day Service	Deputy Clerk