

Minutes of the Community Engagement Committee Meeting held on 13 May 2024

at 7.30 pm at the Parish Office

Present: Cllrs Berlyn, A Chapman, G Chapman, Hessing, and Rasiule

In attendance: Ms M Harper (Clerk)

Cllr A Chapman was elected as Chairman for this meeting, proposed by Cllr Hessing and seconded by Cllr Berlyn, there were no further nominations and Cllr A Chapman was elected unopposed

24/25.01 Election of Chair

This item was deferred to the next meeting

24/25.02 Election of Vice Chair

This item was deferred to the next meeting

24/25.03 Apologies for absence

Cllrs Hallett, Hessing, Naggs and Sutton

24/25.04 Declarations of Interest

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time.

There were no declarations of interest

24/25.05 Public Question Time

Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

There were no members of the public present

24/25.06 To approve Minutes of the Community Engagement Committee meeting held 15 April 2024

RESOLVED: that the minutes of Community Engagement Committee held 15 April 2024 be approved and signed as a true record

24/25.07 Actions from the Minutes

The actions were noted

24/25.08 Review Strategic Plan

The Strategic Plan was amended and it was agreed that the residents survey and potential projects to be undertaken with schools would be considered at the next meeting

24/25.09 School Visits 2024

This item was deferred to the next meeting

24/25.10 The Danbury Times

It was noted that the next edition will be issued in September

24/25.11 Events

The documents for the Summer Fete were reviewed and agreed:

- Operational Plan for the Summer Fete
- Risk Assessment
- Traffic Management Plan
- Emergency Procedures
- Volunteer Schedule

RESOLVED: that the following decisions would be approved, proposed by Cllr Berlyn and seconded by Cllr Rasiule, all agreed

- 6 portacabins will be hired and dropped off/collected on the day of the event
- Infinity Circus would be hired to provide drop in circus skills activities for adults and children
- Wristbands would be charged at £5.00 for children to take part in both the inflatables and circus skills ie a purple wristband and £3.00 for just inflatables ie yellow wristband if purchased in advance. Adults would be charged £5.00 for circus skills only. An additional fee of £1.00 for each wristband would be added for those bought on the day
- Sweets for Hook A Duck, Human Fruit Machine and Splat a Rat would be provided by the council

24/25.12 Website

The Clerk gave an update on the new website and it was agreed that the Clerk would arrange for the website would go live as soon as possible. It was noted that there were photos and documents still to be added to some of the pages

RESOLVED: that the Clerk would arrange for the website go live as soon as possible, proposed by Cllr A Chapman and seconded by Cllr G Chapman, all agreed

24/25.13 New Neighbourbour Welcome Pack

RESOLVED: that the publication of the welcome pack would go ahead once it had been approved by the Health & Wellbeing, proposed by Cllr G Chapman and seconded by Cllr Rasiule, all agreed

24/25.14 Essex Village of the Year competition

Cllrs Hallett and Naggs volunteered to write the entry

24/25.15 Donation to Salvation Army

RESOLVED: to make a donation of £200.00 to the Salvation Army in respect of Christmas Light Switch on December 2023, proposed by Cllr Berlyn and seconded by Cllr Rasiule, all agreed

24/25.16 Community Communication

The new website and Summer Fete would be advertised

24/25.17 Matters for Report (for information only)

There were no matters for report

24/25.18 Dates of next meeting

Monday 3 June 2024 at 7.30pm

There being no further business the Chairman closed the meeting at 8.50pm.

Chairman

Date