

**MINUTES OF THE COMMUNITY ACTION COMMITTEE OF
BERSTED PARISH COUNCIL HELD AT 19:01 ON TUESDAY 19th MARCH 2024
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

Present: Cllrs: M Lury (Committee Chair), W. Kapp (Vice Chair), B. Bellhouse, P. Woodall, J Spencer.
Clerks in attendance: June Milson (Community Clerk) and Debbie Holcombe (Clerk/RFO).

Community Representatives.

C Whitmarsh, Steve Hearn.

23458 Apologies for Absence – Reverend Jo King, H Griffin, Cllr A. Smith, Cllr G Yeates

23459 Minutes of the Community Resources Meeting of 23rd January 2024.
RESOLVED that the Minutes of the Community Action Meeting held on, 23rd January 2024, having been circulated in advance be taken as read and signed by the Vice Chair as a true record.

23460 Matters arising from Minutes.
None.

23461 Community Reports:

H Griffin – Sent apologies.

Rev Jo King – Sent apologies.

Steve Hearn reported the first Craft Fayre at Bersted Jubilee Hall will be held on 6th April. Cllr W. Kapp requested volunteers for assisting with the Tombola Stall she is holding at the Fayre. The proceeds will be raised for Fresh Food for Families.

C Whitmarsh – reported that Carpet Bowls are having good numbers attending. AGM was held and good attendance and participation with members happily putting themselves forward for tasks.

FSW not in attendance.

23462 Business Parish Plan Committee Slide.

During the Finance Committee Meeting in January, it was requested that the Community Action Committee members review Slide 18 and decide if they would like any changes made to it. This will be produced as a slimmed down version on the new website. This will then be picked up by the Finance Committee in May. Chairman read out the slide and requested feedback. Cllr Bellhouse advised that this was a wordy document and suggested that bullet points may be better and perhaps links from on this slide to the full version of the

Business Plan. Clerk/RFO advised that there was no immediate rush for this but suggested it be approved after the Council AGM in May.

RESOLVED TO bring this back to May agenda. The Community Clerk will rework the slide.

ACTION Community Clerk to rework the slide and bring this back to Community Action Committee on 21st May 2024.

23463 Budget 23/24 .

Community Clerk advised that the 23/24 Budget had been spent in full.

RESOLVED – Noted by Members.

23464 Meet & Greet – Councillor Stands.

Chairman advised that a suggestion to hold the Stand at the Royal Oak Pink Pub on a Saturday Morning. This will coincide with a Meat Stall which is on site and there should be a good footfall here. Clerk/RFO advised that it would be useful if this was held in May to enable advertising for the Electors Meeting on 24th May and upcoming community events such as litter picking and the Playscheme.

Costs of these to be approved as part of the 24/25 budget commitments.

- a) Dates and Locations to be agreed. Members agreed a date of 18th May 9-11am. It was agreed Community Clerk would make enquires with the Pub for permission to use the car park facilities.

RESOLVED TO make enquires at the Royal Oak Pink Pub for permission to use the car park for a Councillor Information Stand.

ACTION Community Clerk to make enquiries at the Royal Oak Pink Pub to set up a Councillor Information Stand on 18th May 2024 9-11am.

- b) Bersted Hub will be holding a fun day 7th August 2024, and this will be incorporated with the Playscheme being held at the Hub this year. Volunteers will be required to man the stand. A colouring sheet and nature hunt will be available. A suggestion of a large map of the local area asking the children to put a sticker on where they live, and their favourite park was put forward. The hub will be having a sheet of all the stalls available and as the children visit each stall a hand stamp will be given.

Volunteers to be agreed at next Community Action Meeting in May.

RESOLVED TO bring this back to Community Action Meeting in May to finalise and agree volunteers for the Councillor Information Stand.

ACTION Community Clerk to bring this back to May Agenda to finalise and agree volunteers for the Councillor Information Stand.

- c) To approve purchase of colouring pencils, ballpoint pens with Bersted Parish Council (BPC) and shield printed on and/or stickers to be put onto stationery items reducing the cost. Community Clerk circulated examples and costs of stationery items for members to consider. Steve Hearne advised that he had used someone on Facebook to produce stickers at a very reasonable price and will make this information available to the Community Clerk. It was agreed to purchase the ballpoint pens with BPC name and shield on. With further research into pricing of stickers for small boxes of coloured pencils for the children.

RESOLVED TO Purchase the ballpoint pens with BPC name and Shield. Community Clerk to research more into stickers to be placed on the boxes of colouring pencils.

ACTION – Community Clerk to order ballpoint pens with BPC name and shield and make further enquiries into stickers with BPC name and Shield to be placed onto boxes of colouring pencils.

23465

Budget 24-25 Commitments – See Spreadsheet and Memo.

Update from Clerk/RFO

- a) CC34 Playscheme – Clerk/RFO confirmed the Budget for the Playscheme this year of £3,700. Further possible monies maybe available from donations. It was agreed this item would return in May.

RESOLVED TO return this to the Community Action Meeting in May.

ACTION – Community Clerk to Agenda for May Meeting.

- b) Sage House Donation – To approve donation from April Tea & Coffee Club. Members approved to donate all proceeds raised at the Tea & Coffee Club on April 15th to Sage House. Lisa Hoare from Sage House will be the guest speaker.

RESOLVED TO donate all proceeds raised on April 15th Coffee Club.

ACTION Community Clerk to advise Lisa Hoare at Sage House of the Committees approval to donate the proceeds raised at the April Tea & Coffee Club and enquire how she would like to receive the donation. Cash of Bacs.

- c) CC36 Commitments – See Spreadsheet and Memo.

Memo Number 1-3 Regular Commitments Clerk/RFO discussed the previously circulated spreadsheet outlining the regular commitments from last year and including D Day Flag and Poppies on Lamposts. There will be some adjustments to income during the Financial Year for 24/25 with possible donations and Tombola Funds. This will allow for further commitments that maybe required.

RESOLVED TO approve the regular commitments for the Financial Year 24/25 shown on the Budget Sheet for Cost Centre 36.

Memo Number 4. Fresh Food for Families, Bersted Green/Southway/ Bartons Schools - May Half Term. Members approved £250 each for Bersted Green and Southway Schools and £125 for Bartons school for the May Half Term.

RESOLVED TO approve £250 each for Bersted Green and Southway Schools and £125 for Bartons School for the May Half Term.

ACTION – Community Clerk to arrange with Clerk/RFO for Bacs payment of £250 each for Bersted Green and Southway Schools and £125 for Bartons School for the May Half Term.

Memo Number 5 CC36 Future Commitments. Cllr Bellhouse presented her ideas for future commitments, which included the resurrection of 1) Bersted Business Association, 2). Community Day, 3) Conservation Ranger,

and 4) Local Artists to display their work at the Playscheme. A breakdown of the suggestions was circulated to members. Cllr Bellhouse advised she will be making further enquiries into her ideas. Chairman advised these were all very good suggestions and requested further costs be submitted for items 1, 2 and 3.

RESOLVED TO bring this back to the May Meeting when Cllr Bellhouse has been able to provide costings and update on her further enquiries.

ACTION Cllr Bellhouse to make further enquiries into her suggestions and report back to the May Meeting.

Community Clerk to put onto May Agenda.

Tea & Coffee Club – Pop up shops – Steve Hearn suggested having Pop up - Shops to generate an income. These have been very popular at Eastergate Coffee Mornings. Chairman advised that he felt slightly uncomfortable with this taking place at Bersted Tea & Coffee Club due to the nature of how it is run and not wanting to put residents under pressure to buy. A discussion was held around this and the possibility of holding this for Christmas/Easter seasonal times. Committee agreed that the Chairman would put this idea to the April Tea & Coffee Club and feedback the response to the May Community Action Committee.

RESOLVED TO put the idea of Pop up Shops to the April Tea and Coffee Club and feed back to the Committee in May.

ACTION Chairman to put this idea to the Tea and Coffee Club April 15th and Feedback to Next Meeting in May.

23466 Reminders.

Chairman's Reception 28th March 7pm.

Next Tea and Coffee 15th April 2pm, Sage House Guest Speaker.

Community Action Committee Meeting 21st May 7pm.

23467 Correspondence

a) Thank you Letter to Tea and Coffee Club from 4 Sight.

b) WSCC email advising continued support to UK Harvest Community Food Hubs has been extended for a further year.

c) Thank you emails from Southway School for both regular and Easter donations.

23468 Urgent Matters: None.

There being no further business the Chairman closed the meeting at 20.30

Signed

Committee Chairman Date