## TIDWORTH TOWN COUNCIL

## Community Engagement Committee 2015

Minutes of the Community Engagement Committee meeting held on 17<sup>th</sup> November 2015 in the Community Centre at 6.30pm.

Attended:  C'llr C Kemp (CK)(in the chair), C'llr A  Hughes(AH), C'llr R Gregory (RG), C'llr S Slater (SS), C'llr S Fell (SF)  Guests: Nicola Foyle, Marc Read, Lisa from  Spotty Dotty Fairyland  Apologies:  C'llr B Pratt (BP), C'llr M Gabriello (MG  Kitchener-Pain (Tesco)		Laura	
Item	Agenda Item		Action By
2	Declaration of Interest C'llr S Fell – Christmas		
3	Minutes of Previous Meeting Minutes of October meeting ratified at November Full Town.		
4	Christmas  Kevin Watson will be Santa for whole day, with 3 comfort breaks during the day. Pony & trap not available, ADY cars white Rolls Royce will be used, CK to confirm exact route for Santa to take.  Admin to contact Laura at Tesco for voucher for wrapping paper.  Hall is available to decorate from Friday 4 <sup>th</sup> midday, DK & Town Steward to put up tent & lights as first priority.  NF available from 5pm for tree decorating etc.  PA system to be organised by SS – set up in Admin office, CK to produce itinerary for PA announcements.  RG to open & close CC on Saturday and oversee citing of ice rink & stalls, running in 2 lines opposite each other along the road line, no-one to be sited past the buggy shelter, to ensure room for carol singers. Barrier to be put across the car park first thing in the morning, stall holders to exit through the gate not the car park. Hog Roast has been booked, Vintage Teas will be providing hot drinks & cake, CK to see if they want to supply mince pies & mulled wine instead.  Stamp to be sourced to allow easier tracking of who has & has not seen Santa & been given a selection box, SF to monitor room for this & queues etc.  Once Santa leaves, hall can be dismantled, all volunteers for this welcomed.  Test Valley Brass Band will be attending for the Carols.  A Christmas Tree Competition:  CK introduced Lisa from Spotty Dotty Fairyland who will be judging the miniature Christmas tree decorating competition, and will be providing 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> prize for these.  Entries to be dropped off at CC between 2 – 4pm Friday 4 <sup>th</sup> , to enable anonymity entry list to be completed with number of tree, name & contact number – Admin to oversee this.		CK  CK  CK

	CK extended the Committee's thanks to Lisa for her support and assistance with the Christmas event.  Lisa then left the meeting at 7pm.  Quote for permanent Floodlighting not to exceed £500 circulated – proposed by C'llr Slater, seconded by C'llr Gregory, carried.	GH	
5	Tesco update Laura has been in contact with Wiltshire ambulance, they have seen Tedworth House & the Pony Club, still awaiting results. If no response from them is forthcoming an approach will be made to Wiltshire CC for a grant to buy direct from British Heart.  Marc Read advised grant may not be possible as Tesco is a commercial entity, rules on this to be confirmed. If Tesco cannot put in for a grant, possibility of one of the regular hirers (fighting falcons/over 60's) applying for it, to be discussed.		
6	Festival Paperwork pending from R Young, committee to begin planning in January.		
7	Policies  Due to recent changes within the council, the Health & Safety and Environmental policies have not been looked at, SS will now look at these, Admin to email him current policies along with terms and conditions for hall hirers.  Following Schedule was arranged:  A Jan		
	° Equal Opportunities SF		
	° Recruitment GH <sup>▲</sup> Feb		
	<ul> <li>Freedom of Information</li> </ul>		
	<ul><li>Security &amp; Confidentiality</li><li>△ Mar</li></ul>		
	° Complaints CK		
	° Publication Scheme CK		
	<ul> <li>Code of Conduct</li> <li>Standing Orders &amp; Financial Regulations to be looked at by the Leadersl Committee in time for new Council year.</li> <li>Whistle-blowing and Training policies to be looked at again in the new year.</li> </ul>		
8	Website  2 year contract has been agreed with current provider.  Other social media to be looked at again in the new year.		
	Date of Next Meeting		
	19 <sup>th</sup> January 2015 @ 6.30pm (No meeting in December) $PS - it's$ Corby's birthday on the 15 <sup>th</sup> so cake will be acceptable!! $\bigcirc$		