

## TIDWORTH TOWN COUNCIL

### Community Engagement Committee 2015

Minutes of the Community Engagement Committee meeting held on 20<sup>TH</sup> October 2015 in the Community Centre at 6.30pm

<b>Attended:</b> C’Ilr C Kemp (in the chair) C’Ilr B Pratt, C’Ilr R Gregory, C’Ilr A Connolly, C’Ilr S Fell, C’Ilr S Slater <b>Guests:</b> Nicola Foyle (NF) Marc Read (MR) Laura Kitchener Tesco (LK) and Lee (Tesco)		<b>Apologies:</b> C’Ilr A Hughes  <b>Absent:</b> C’Ilr S Miles
Item	Agenda Item	Action by
2	<b>Declaration of Interest</b> None	
3	<b>Minutes of Previous Meeting</b> Minutes of September meeting were ratified at October Full Town.	
4	<b>Budget</b> Proposed Budget was circulated to Committee members. All were in agreement of the figures, Proposed by C’Ilr S Fell, seconded by C’Ilr S Slater. Rick Young has written to propose he would assist with organisation of Festival 2016 but that there will be a cost involved C’Ilr Kemp and C’Ilr Pratt are meeting with him later in the week, to discuss in more detail and for a framework of responsibilities to be established. Committee are happy with overall quote of £1200.00	
5	<b>Memory Cafe</b> C’Ilr B Pratt advised venue has been chosen (Holy Trinity Church Hall) and has 2 confirmed volunteers, as well as C’Ilr A Birch, TCAP Co-Ordinator and Rev Copeland. Hoping to hold 1 every month, alternating between Tidworth and Ludgershall. He will be attending Dementia Champion training this month and is also in contact with Mental Health older persons service for further advice. A Steering Committee is requested once all plans are in place to establish overall schedule of events for both Tidworth and Ludgershall. <b>Tesco Update</b> Laura Kitchener – the new Tesco Community Champion – has been in contact with the Ambulance Service with regard to siting a defibrillator. They are requested to approach the Polo Club and, as there is already a defibrillator at Tedworth House, theirs could be moved to Tesco, by the cash machines. She will know if this can be done by the last week of October. This is a sensible central location for it especially as the first responders are already in attendance in the car park. If it cannot be moved from its current	

	<p>location, British Heart Foundation will pay half of the fee to provide a new one. If this is the case, a storage box will need to be purchased for it. Marc Read suggested Laura liaise with himself to look at getting an Area Board Grant as it would be a capital item and therefore eligible, and to report back on progress at the November meeting.</p> <p>Laura advised cost per defibrillator ranges from £900 – £1500 and the outside box for storing it would be between £500 – £700. Laura advised that Tesco will be running First Responder courses in the future should any of the Committee be interested. The Chair thanked Laura for her involvement in this and for moving us so much farther forward.</p>	LK/MR
6	<p><b>Emergency Planning</b></p> <p>C’lir B Pratt attended the meeting organised by Marc Read from WC earlier in the month to discuss updating the Emergency Planning documentation. The template will be emailed to the Cttee to aid in understanding what is involved and hopeful others will have an interest to become involved.</p> <p>There are 3 levels of response which can be utilised depending upon the emergency which has occurred, Bronze, Silver and Gold. Documentation needs to identify who the vulnerable people within the community would be and any others within the community who could provide services, such as retired nurses or telecommunications officers etc.</p> <p>Recognition that the Community needs to be more self-sufficient in its ability to react to an emergency situation, without the need to rely upon the Army, which has been the case in the past.</p> <p>C’lir Kemp advised that Services Committee had been asked to come on board as it is a big project for Engagement to handle alone. Volunteers for helping were requested, C’lir A Connolly offered his services as Flood Warden and the services of Castledown Radio.</p>	BP
7	<p><b>Mortuary Chapel</b></p> <p>Good feedback had been received about the Open Day with a very positive article written about it in the Andover Advertiser. Another Open Day had been requested for Christmas time, however, it was felt that this would not be something this committee could arrange as it is too close to their own Christmas event, but happy for Services Committee to run it should they wish.</p> <p>Felt that it would be beneficial to keep interest, to run an Open Day on a 6 monthly basis, with the possibility of running another one near Easter time, this to be agreed at a later date.</p>	
8	<p><b>Christmas</b></p> <p>Ice Rink has now been booked, it will be the same as the one used last year. Reindeer and Hog Roast are also booked, sleigh is no longer available.</p> <p>Due to the number of enquiries, there will be stalls located</p>	

	<p>outside, it is up to stallholders to bring their own equipment, there will be no charge however, if they wish, a donation can be made.</p> <p>Only inside stalls will be Holy Trinity raffle and the sweet stall with possibility of cupcake stall.</p> <p>C’Ilr Kemp proposed as it is a child friendly event, donations raised could be given to Julia’s House, seconded by C’Ilr Gregory.</p> <p>No volunteers for Santa have been forthcoming, C’Ilr Kemp will ask Kevin Watson.</p> <p>NF has emailed GH/CK with list of decorations required and is in the process of making gingerbread men, lollipops and giant candy canes for the walkway. There may be a grant available from Tesco for materials for this, GH to locate letter.</p> <p>C’Ilr Kemp to request story tellers chair for Santa to sit on.</p> <p>NF to liaise with CK &amp; GH regarding decorating schedule Hall is available from 12 midday on 4<sup>th</sup> Dec. light buffet tea has been arranged.</p> <p>C’Ilr Slater will set up and monitor use of PA system.</p>	<p>CK</p> <p>GH</p> <p>CK</p>
9	<p><b>Policies</b></p> <p>A schedule of updating these is to be drawn up with 1 or 2 per month being looked at by a nominated C’Ilr. Policies for November are Health &amp; Safety and Environmental, to be looked at by C’Ilr Pratt.</p>	<p>GH</p> <p>BP</p>
10	<p><b>Website &amp; other Social Media</b></p> <ul style="list-style-type: none"> <li>• <b>Social Media</b></li> </ul> <p>C’Ilr Pratt is attending a course in November looking at ways of controlling a range of media platforms from a centralised point. He will then report back to Committee at November meeting. Details of this course to be emailed to C’Ilr Kemp.</p> <ul style="list-style-type: none"> <li>• <b>Website</b></li> </ul> <p>No contract can be found, so difficult to assess what the fees being paid are covering. GH to confirm with CK exact fee amount. C’Ilr Kemp tasked Committee with looking at other websites to establish what their feelings are about how ours compares with others.</p> <p>2 Options available:</p> <ol style="list-style-type: none"> <li>1. Ask Honeystone to provide service as originally requested and any additional needs/wants we come up with</li> <li>2. Go out to tender for other website providers.</li> </ol>	<p>BP</p> <p>GH</p> <p>All</p>
	<p><b>Date of Next Meeting</b></p> <p>17<sup>th</sup> November 2015 @ 6.30pm</p>	

**There being no further business to discuss, the meeting closed at 8.20pm.**