

TIDWORTH TOWN COUNCIL

Community Engagement Committee 2015

Minutes of the Community Engagement Committee meeting held on 15th September 2015
in the Community Centre at 6.30pm

<p>Attended: C’Ilr C Kemp (in the chair) C’Ilr B Pratt, C’Ilr A Hughes Guests: Nicola Foyle (NF)</p>		<p>Apologies: C’Ilr R Gregory, C’Ilr S Fell, C’Ilr M Gabriello and Marc Read</p> <p>Absent: C’Ilr A Connolly, C’Ilr S Slater, C’Ilr S Miles</p> <p>THIS MEETING WAS NOT QUOROTE THEREFORE NO VOTING ON PROPOSALS COULD TAKE PLACE.</p>
Item	Agenda Item	Action by
2	Declaration of Interest None	
3	Minutes of Previous Meeting Minutes of August meeting were ratified at September Full Town.	
4	Festival 2016 C’Ilr Kemp circulated details of initial meeting held with Rick Young on 8 th September 2015, where ‘ground rules’ for Festival 2016 were laid down by both parties. It was established that he would be offering his event consultant services on a professional basis in future. He has been requested to present Committee with fees by first week of October so that a budget can be agreed. C’Ilr Kemp to circulate record of meeting.	CK
5	Mortuary Chapel – 26/9/15 All plans now in place; florist will be decorating from 10am, Budget of £175 has been provided to florist. Vintage teas will begin set up from 10am. Overall spend so far stands at £530. The wooden furniture has been sanded and re-varnished, cleaning of plaques, windows and floor still to be done. The current cross is to be removed and a new plain wooden one to be put in its place. A visitor book and pen will be placed in the chapel on a little table possibly with some candles. Votive candle holders had been researched but at a minimum cost of £203 it was agreed that there was no need for it at this time. Depending on the popularity of the chapel following the open	

	<p>day, one may be purchased at a later date. Old chairs and broken lectern are to be removed.</p> <p>Sadly Arch Deacon A Jeans cannot attend, but Rev Copeland will officially open and bless the Chapel before moving on to a prior engagement.</p> <p>C'Ilr Pratt said that there had been an enquiry on FB regarding a memorial book, CK to liaise with Carly.</p>	CK
6	<p>Tidworth Times</p> <p>Issues have arisen with the current printers, who are due to move to Andover. C'Ilr Pratt questioned whether the regularity of the issues should be decreased and was advised that quarterly is a necessity in case we apply for Quality Council Status again. C'Ilr Kemp to arrange meeting with C'Ilr Gregory to discuss in more detail prior to the October meeting.</p> <p>Income/expenditure advertising spreadsheet to be made available for review at October meeting. C'Ilr Kemp to research alternative printing options. If current printer is to be retained, a written contract needs to be drawn up with them.</p>	<p>CK/RG</p> <p>CP/GH CK</p>
7	<p>Christmas 2015</p> <p>Santa's arrival was discussed and it was agreed that a horse and cart would be used if possible as this was likely to be preferred by the children. Santa will be arriving at 10am until 5.45 pm. Carols will start at 6pm until 7pm.</p> <p>Christmas decorations discussed with N Foyle, Town Clerk and Admin are due to sort through the current decorations and will provide her with a list of what is held and advise if fireplace from last year is still useable.</p> <p>A real tree is to be ordered along with the outdoor display tree. A sheet of decorative ideas was circulated and it was agreed that a red/white candy cane theme is to be used.</p> <p>C'Ilr Kemp advised Dave Kemp will make a wooden sign for N Foyle to decorate.</p> <p>NF to prepare list of what she wants, budget of no more than £500 agreed in principle by C'Ilr's Kemp, Pratt and Hughes.</p> <p>Decoration of hall to begin Friday 4th December (hall will be available from 12pm), all volunteers welcome, refreshments to be arranged.</p> <p>Suggestion that silver tree could be placed in the hallway.</p> <p>Presents from Santa are already ordered but will not be wrapped.</p> <p>N Foyle to let C'Ilr Kemp know if she requires another meeting to discuss arrangements before the next committee meeting.</p> <p>N Foyle then left the meeting at 7.20pm.</p>	<p>CP/GH</p> <p>CP/GH</p> <p>CP</p>
8	Lone Working Policy	

	<p>The revised policy has been circulated to all committee members and is ongoing recognition that lone working does occur.</p> <p>Was some discussion surrounding the paragraph on driving as was not felt to be relevant.</p> <p>As the meeting was not quorate, no final decision could be made, C'Ilr Kemp to forward to Town Clerk for review at Full Town.</p>	CK
9	<p>Website</p> <p>It was felt that measures promised by the provider, Honeystone, in 2012 had not been forthcoming, for instance cost saving measurements. There was much discussion but all felt more discussion was required with input from other members. Ultimately it was felt that there were 2 options open to the Committee;</p> <ol style="list-style-type: none"> 1. Give current provider a detailed contract with specs required, timescales and breakdown of costings. 2. Go to tender for new provider asking potential suppliers what they would do to improve the website. <p>Suggestion that Honeystone should be invited to attend a meeting of the committee at a future date.</p>	
10	<p>Date of Next Meeting</p> <p>20th October 2015 @ 6.30pm</p>	

There being no further business to discuss, the meeting closed at 7.40pm.