

## SHAVINGTON-CUM-GRESTY PARISH COUNCIL

### MINUTES OF A MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON 12 SEPTEMBER 2018 IN SHAVINGTON VILLAGE HALL, SHAVINGTON

<b>PRESENT:</b>	Councillor B Gibbs Councillor M Ferguson Councillor K Gibbs	Chairman
<b>IN ATTENDANCE:</b>	Judith McIntyre	Woodnoth-cum-Shavington WI Candidate for co-option
<b>APOLOGIES:</b>	Councillor M Andrews Councillor W Cooper	

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#### 35 DECLARATIONS OF INTEREST

Members were invited to make any declarations of interest. The Clerk could offer advice but the decision to declare, or not, was for the parish councillor to decide based on the circumstances.

No declarations were made.

#### 36 MINUTES OF THE MEETINGS HELD ON 6 JULY AND 24 JULY 2018

**RESOLVED:** That the Minutes of the meetings held on 6 July and 24 July 2018 be approved as correct records.

#### 37 CO-OPTION

**30.1** There were vacancies for two non-Parish Council members on the Committee.

There was only one nomination at this time, namely, Judith McIntyre of the Woodnoth-cum-Gresty WI.

Mrs McIntyre addressed Members outlining her reasons for wishing to join the Committee and the contribution which she considered she could make.

**RESOLVED:** That Judith McIntyre be co-opted as a non-Parish Council member of the Communications Committee.

**30.2** With regard to the second vacancy, Members were invited to make nominations which could be considered at the next meeting.

#### 38 'CAROLS AT CHRISTMAS'/VILLAGE HALL OFFICIAL RE-OPENING

The Committee was invited to consider if a community event should be arranged later in the year; possibly a 'Carols at Christmas' event, as a means of engaging more with the community. This would also serve as a Village Hall official opening.

The following arrangements were agreed.

- The event to be held on Sunday, 23 December 2018 from 4.00 pm – 5.30 pm.
- The location to be around the Christmas tree at the Village Hall.
- The Clerk was asked to contact Crewe Brass Band to invite them to perform.
- It was noted that the date of the event would not conflict with the school's activities or either of the churches' arranged activities. The Clerk was asked to contact the two churches to let them know the date and time of the event to ensure that it would not disrupt their Sunday services.
- The event would be secular in nature with Christmas songs only (e.g. White Christmas).

- Booklets to be printed with the words to each song.
- Refreshments, such as teas/coffees, mulled wine and mince pies to be provided in the Village Hall at the conclusion.
- The possibility of a road closure to be explored.
- Consider having a Victorian theme to encourage children to dress up, and a prize to be offered.
- Children to carry lanterns, the design of which would be a matter for their parents/guardians.
- Publicise the event in the December newsletter.
- The Clerk to make enquiries of Crewe Town Council and Nantwich Town Council in respect of their suppliers of Christmas decorations.

#### **RECOMMENDATION TO THE PARISH COUNCIL:**

- (a) That a budget for the purchase of Christmas decorations be agreed; and
- (b) That the Parish Council Members of the Village Hall Management Committee be asked to arrange purchase.

### **39 VILLAGE HALL PROMOTION**

The start date for the new pricing was 1 October 2018. The majority of the additional work in the village hall was expected to be completed by the end of September.

#### Booking Form

At the previous meeting, Members had discussed revisions to the booking form, which needed to be electronically enabled so that clients could complete on-line. A copy of the revised document was submitted; this could also be used by clients wishing to make one-off bookings or regular bookings.

The following amendments were agreed:

- For clients who wish to have exclusive use of the whole hall, an additional fee of £5 is payable to prevent the upstairs meeting room from being hired out separately during the session.
- Where clients did not wish to clean up after their function, the additional charge for cleaning be increased from £15 to £30.
- Clients using the upstairs meeting room could not be granted access to the kitchen.
- Remove the words 'at least' regarding payment so that it read 'Payment must be received two weeks before the event.'
- Change 'Bookings Officer' to 'Bookings Clerk'.

ADD to the reverse side of the form:

- Details of the contents of each room in the hall.
- Facilities/equipment in the kitchen to be listed.
- List six outside caterers and six outside bar providers.

#### Hire Agreement

The current hire agreement required significant amendment and a revised document was submitted.

The following amendments/additions were agreed:

- Bouncy castles to be permitted inside the Village Hall.
- Clients to be charged for damage caused by blu-tak or similar.
- Access to the ceiling space prohibited.
- Heaters and kitchen equipment to be switched off before leaving the premises.

- Tea-towels not provided.
- Accident book to be provided.
- First Aid kit to be provided.

Quotations for the following to be sought for the Parish Council meeting on 3 October 2018:

- Hot water heater
- Cooker
- Microwave oven
- Crockery and cutlery (number to be decided)

#### Use of car park only

This had been discussed at the Parish Council meeting earlier in the evening. A request had been received from the local Scouts Group to allow it to use the Village Hall car park for cycling proficiency practice. The Group did not wish to use the hall itself; only the car park.

The Parish Council's view was that by using the car park only, this effectively sterilised use of the hall as the car park would not be available for clients wishing to hire the hall. It had been agreed that Councillor Emma Clayton be asked to provide further information for the Council meeting on 3 October 2018.

The Committee considered this matter and agreed that it might be possible to allow use of the car park only, by community organisations, but as it might be necessary to cancel this arrangement at short notice, an appropriate form of wording would need to be included in the hire agreement.

The churches were currently able to use the car park on Sunday mornings, free of charge. This would need to be formalised in writing.

**RESOLVED:** (a) That the booking form and hire agreement be amended as agreed, subject to the inclusion of an additional clause relating to use of the car park only; and

(b) That the Clerk obtain quotations for the provision of kitchen equipment as described above, for consideration by the Parish Council at its meeting to be held on 3 October 2018.

## **40      ADVERTISING POLICY – NOTICE-BOARDS AND SHAVINGTONONLINE**

Following feedback received on-line through the various Shavington social media platforms, the Committee was invited to review the current position in respect of advertising on the website and social media platforms, and in the newsletter and notice-boards.

Members agreed that the following should be included in a draft Advertising Policy.

#### **The following to be permitted:**

- 1) Notices/posts which are of a statutory nature, including various public documents from non-political organisations (for example, notices from Cheshire East Council).
- 2) Advertising non-commercial events or activities within the parish.
- 3) Where the Parish Council appoints a representative to an outside body (for example, Shavington Village Festival Committee) any events arranged by that organisation will be advertised, even where the proposed event is outside the parish boundary.

#### **Prohibited notices**

- 1) Advertising of any events or activities which take place outside the parish of Shavington-cum-Gresty, other than those in (3) above.
- 2) Advertising from commercial organisations.

**RESOLVED:** That the Clerk draw up a draft Advertising Policy based on discussions at this meeting, for submission to the Parish Council on 3 October 2018.

#### **41 SHAVINGTONONLINE FACEBOOK GROUP**

It had become difficult for the councillor who currently managed the Shavingtononline Facebook Group, to continue with this alongside his other commitments.

At the meeting held on 5 September, the Parish Council was asked if there was another parish councillor (or councillors) who was able to take on this additional responsibility. There were no volunteers.

The Committee was now invited to consider if this group should remain operational or closed.

**RESOLVED:** (a) That new guidance for using the Shavington Community Facebook Group was required, 'signposting' users to the new group which Rev. Harding had created; and

(b) That the Shavington Community Group be retained with the focus solely on Shavington events/matters.

#### **42 NEWSLETTER – FOR ISSUE PRIOR TO 1 DECEMBER 2018**

##### **42.1 Articles**

The Committee considered articles for inclusion in the next newsletter which was due for delivery prior to 1 December 2018.

The following were the standard items:

- Parish Council 'snippets' for September, October, November
- Planning applications – Parish Council observations
- Shavington Clean Team.
- Allotment plots.

Additional articles would be included as follows:

- Village Hall – promotional pricing – update.
- Refurbishment of Village Hall railings.
- Christmas event/Village Hall re-opening.
- Report on activities of new Recreation Committee.
- Report on the success of the WWI Centenary.
- New councillor appointment following Gill McIntyre's resignation.

The Chairman reported that he was unable to continue to co-ordinate collation of the newsletter and he would expect this responsibility to pass to the Clerk, with effect from distribution of the next issue.

##### **42.2 Distribution of Newsletter**

In view of the distribution problems recently experienced with distribution of the newsletter, the Committee would consider quotations from other companies, at the next meeting.

#### **43 CHARGES FOR PHOTOGRAPHS TO COMMERCIAL ORGANISATIONS**

At the last meeting, it was reported that Nicola Cooper had recommended a charge of £2.00 per image for requests received from commercial organisations. No decision was taken, and Members agreed to discuss this further at this meeting.

**RESOLVED:** That a fee of £5 per image be charged to commercial organisations, payable prior to issue of the image.

**44 DATA PROTECTION**

Arising out of the meeting held on 6 July 2018, there was a requirement for the Committee to consider a draft Security Incident Response Policy and Breach Response Plan and a Cyber Security Policy.

The Clerk would aim to provide draft documents to the next meeting.

**45 DATE OF NEXT MEETING**

**Tuesday, 30 October 2018 – 8.00 pm**

The meeting commenced at 7.40 pm and concluded at 9.45 pm