

SHAVINGTON-CUM-GRESTY PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY ENGAGEMENT COMMITTEE HELD ON 18 DECEMBER 2019 IN SHAVINGTON VILLAGE HALL, SHAVINGTON

PRESENT:	Councillor K Gibbs	Chairman
	Councillor G McIntyre	
	Councillor R Moore	
	Mrs Judith McIntyre	Non-Parish Council Member

10 ELECTION OF CHAIRMAN

RESOLVED: That Councillor K Gibbs be elected Chairman to serve until the next Annual Meeting of the Council.

11 DECLARATION OF INTERESTS

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

No declarations were made.

12 MINUTES

RESOLVED: That the Minutes of the meeting held on 21 August 2019 be approved as a correct record.

13 TERMS OF REFERENCE

The Committee received a copy of the Terms of Reference, approved at the Parish Council meeting held in September 2019.

14 EVENTS – 2020

14.1 The Committee was invited to form itself into Task Groups for the following events. A generic Terms of Reference for Task Groups was submitted to remind Members that such groups were essentially fact-finding and had no decision-making powers.

Although the Committee was not yet at its full complement, and Members might have felt that this placed an onerous burden on a small number of Councillors, the events were sufficiently spaced out.

14.2 The following were the annual events which required organising.

- Scarecrow Competition (April)
- Halloween Event (October)
- Remembrance Sunday (Sunday closest to 11 November)
- Best-Dressed House at Christmas. (December)
- Carols at Christmas (Sunday before 25 December).

Although Teddy Bear's Picnic was also on the list, it was agreed that this be removed as it had been a suggestion only during the earlier part of 2019, but no arrangements had ever been put in place.

The first event was the Scarecrow Competition (April) and the following timetable was suggested:

- Article to be included in the March 2020 quarterly newsletter.
- Registration for entry 24 March – 11 April 2020

- Display scarecrows for judging between 21 April and 2 May 2020
- Map of scarecrow locations to be prepared.
- Closing date for judging – 5.00 pm 2 May 2020.
- Announcement of winner and runner-up at Shavington Village Festival on 9 May 2020.
- Poster design to be similar to that in 2019 but ask Brave Little Tank to provide a different scarecrow image.

RESOLVED: (a) That the Committee decline to set up Task Groups to arrange the competitions;
(b) That the Committee itself make the arrangements for the competitions and, if necessary, hold additional meetings;
(c) That the timetable for the Scarecrow Competition be approved as set out above;
(d) That the Teddy Bears' Picnic be removed from the annual list of events; and
(e) That all events be discussed at the next meeting.

14.3 VE Day Commemoration in May 2020

The Clerk had added this to the agenda, but Members acknowledged that as this was a Shavington Village Festival Committee-led event, there was no requirement for the Committee to be involved.

Councillor McIntyre agreed to be the liaison on this event.

15 REVIEW OF WEBSITE

The former Communications Committee had previously expressed the view that a review of the effectiveness of the website should be undertaken.

It was now reported that with effect from September 2020, all public sector websites must meet certain requirements in accordance with The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 which states that '*a failure by a public sector body to comply with accessibility requirement is to be treated as a failure to make a reasonable adjustment*'. (Section 12).

- Meet minimum accessibility standards specified by international standards, and
- Provide an accessibility statement (a model template is available online from Government Digital Services) which informed disabled users:-
 - How they can benefit from the Council's accessibility practices.
 - Which bits of the accessibility requirement the Council has not yet met.
 - What the Council is going to do to address this; and
 - What alternative support the Council offers to people who cannot easily access the website owing to its deficiencies and accessibility. (The accessibility requirement applied to uploaded content (PDFs, videos etc.) as well as the actual web pages.

RESOLVED: That the information be noted.

16 COMMUNITY MANAGER (formerly titled Admin Support Officer)

Members considered the requirements for the role of Community Manager.

- Monthly website support (uploading of documents onto the website).
- Taking photographs for various events.
- Compiling the quarterly newsletter to include writing of articles.
- Write and post articles on the website.
- Streaming from Facebook to website.
- Post and run social media campaigns.
- Input on major events in the parish.
- Manage a diary of parish events ensuring that all aims were achieved.

The post-holder would be required to have appropriate credentials/experience, but not necessarily formal qualifications.

RESOLVED: (a) That the items listed form the basis of a job description; and
(b) That a job description be drawn up at the next meeting.

17 MEETINGS WITH BRAVE LITTLE TANK

Brave Little Tank had suggested the following dates for the annual meetings:

Bi-annual meeting	Wednesday 15 January 2020	whole Committee.
Bi-annual phone call	Wednesday 15 April 2020 at 2.00 pm	B Gibbs
Bi-annual meeting	Wednesday 15 July 2020	whole Committee.
Bi-annual phone call	Wednesday 14 October 2020 at 2.00 pm	B Gibbs

RESOLVED: That the Committee arrange to meet with Brave Little Tank on Wednesday, 15 January 2020 and Wednesday, 15 July 2020 at 6.00 pm.

18 DATE OF NEXT ORDINARY MEETING

11 March 2020