



DANBURY PARISH COUNCIL

COMMUNITY ENGAGEMENT COMMITTEE

Minutes of the meeting held on Thursday 13 June 2019 at 4.30pm in the Committee Room at the Old School House, Main Road, Danbury

Present: S Berlyn (ex officio), A Chapman (ex officio), C Baker, B Hallett and P Sutton

In Attendance: Ms M Harper - Clerk
Cllr D Chesterman

19/20.1. Election of Chairman for 2019/20

Cllr B Hallett was nominated by Cllr A Chapman and seconded by Cllr C Baker, there being no other nominations Cllr B Hallett was elected unopposed.

19/20.2 Election of Vice Chairman for 2019/20

Cllr P Sutton was nominated by Cllr A Chapman and seconded by Cllr C Baker, there being no other nominations Cllr P Sutton was elected unopposed.

19/20.3 Apologies for Absence

None

19/20.4 Declarations of Interest

All Members were reminded that they must disclose any pecuniary or non-pecuniary interests they know they may have in the items of business on the meeting's agenda and that they must do so at this point, or as soon as they become aware of the interest. They were reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a pecuniary one. They were also obliged to notify the Monitoring Officer about it. Unforeseen interest must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the DCA and Precept.

There were no interests declared.

19/20.5 Public Question Time

No members of the public were present.

19/20.6 To review and agree Terms of Reference for recommendation to Parish Council on 31 July 2019

RESOLVED: that Terms of Reference (Appendix 1) be recommended for approval at the Parish Council meeting on 31 July 2019, proposed by Cllr P Sutton and seconded by Cllr A Chapman, all agreed

19/20.7 Christmas Tree Lighting Event

St Johns Church and the Mission are organising a carol event to coincide with the switching on of the lights on Thursday 5 December at 7pm. It was agreed that the Parish Council would arrange refreshments after the event at the Old Pavilion. After some discussion it was agreed that the Clerk would contact the Lord Left Lieutenant regarding switching on the lights and the South Woodham Ferrers Rotary Club regarding their Santa Sleigh.

19/20.8 School Visits

Cllrs B Hallett and A Chapman advised that the recent school visits had been very successful

19/20.9 Photo Competition

It was agreed that a photo competition would be arranged and advertised in the next edition of the Danbury Times. The theme would be Nature and Danbury, with two age groups for children and adults. The prize would be a framed copy of the winning photo. It was agreed that entries would be either by email (Clerk to check re email addresses) and by post. Cllr P Sutton will coordinate with Cllr A Chapman regarding the information for Danbury Times.

19/20.10 Tree Dressing

It was suggested that this be combined with the Play In The Park. Clerk to confirm with organisers. Parish Councillors to be asked to help out at the next Parish Council meeting.

19/20.11 Communication

To discuss and agree information and format for the following information sources:

- Notice Boards
Cllr D Chesterman to update notice boards other than the ones at Eves Corner and the Old Pavilion
- Local Magazines
Include highlights from Council and Committee meetings
- Facebook and social media
Clerk to conduct further research

19/20.12 Legal Deposit of printed materials

It was agreed that hard copies of materials would be forwarded to the British Library with effect from 1 July 2019.

19/20.13 Co-option Material

It was agreed that an advert would be placed in the Danbury Times and the Clerk would compile documentation and advertising material for discussion.

19/20.14 Matters for Report and Information only

The Health and Wellbeing Committee have requested assistance for the publicity relating to a volunteers group and establishing a carers group.

19/20.15 Date and Time of next meeting

It was agreed that the meetings will be held every eight weeks commencing from October – Wednesday 2 October and Wednesday 11 December to be held at the Danbury Parish Committee Room, Old School House, Main Road, Danbury at 7.30pm

Meeting closed at 6pm

Signed: Chairman

Date: