

Minutes of the Community Services Committee meeting held on Monday 8th August 2022 at 19:00

Present Cllrs: Mackenzie, Nicholls, Brindley, Nixon, Heale, and Harvey

Also Present: Parish Manager, Community Liaison Officer, Communications Officer

1. Welcome and attendance register
The Chair welcomed Cllr Brindley who has requested to become a member of this committee
2. Members' apologies for absence
Cllr Widdowson tender his apologies after the meeting had commences– which were noted and will be ratified at the next meeting
3. Declaration of members' interests
No declarations were raised
4. Public Question Time
No questions were received but the Clerk before the meeting and there were no public in attendance
5. Minutes of previous meeting
5.1. It was proposed by Cllr Nicholls and seconded by Cllr Harvey that with the amendment below the minutes of the Community Services meeting held on 13 th June 2022 were a true representation of the meeting. Amendment to 13.1. The minute suggested that Cllr Mackenzie and Cllr Harvey would set up the working group to review the website. The minute should have noted that they were willing members of the group, but Officers would organise the details of the working group. RESOLVED
5.2. Outstanding Resolutions were noted – completion of some would occur after this meeting was held.
6. Dementia Friendly Presentation
6.1. Cllr Heale and Cllr Brindley agreed to be the contacts for the Dementia Friendly activities and would hold a meeting with the coordinator to try to ascertain how GLPC could incorporate this into business as usual. Cllrs would report back to the committee. ACTION
7. Community Liaison Officer report and Communication Officer report
7.1. CLO provided an update on current projects, activities, and proposals for 2022. A PowerPoint presentation was provided that contained information relating to all the main points. Specific topics within the presentation were discussed at length and the following actions or resolutions agreed
7.2. Money lifeline – Cllr Mackenzie proposed that before a financial commitment could be made to this organisation references should be sort from current customers and attendance at any surgeries should be conducted. Cllr Mackenzie would be happy to attend. Cllr Harvey asked what the accreditation was that a trained individual would receive and who insured the advice provided

- 7.3. Keeping Kids Off the Streets (KKOTS) Cllr Nixon proposed that the agreement with KKOTS should be extended until October half term, it was agreed that the hire charge will be waived until this point. Cllrs and Staff will be actively involved in supporting the promotion of this activity and KKOTS. This was seconded by Cllr Mackenzie and voted as all in favour. **RESOLVED**
- 7.4. Cllr Mackenzie encourage all Cllrs to consult with the office to note any improvements or changes that are required to the current website. These changes will be worked on by the Admin Officer in their protected time **ACTION** by all
- 7.5. Website working group is to meet and findings and proposals will be presented to the October CSC. Cllr Mackenzie apologies she will be unable to attend the first meeting. Cllrs Nixon and Harvey confirmed availability.
- 7.6. GLPC summer event on the 6th of August.
Discuss provided many learning opportunities on the delivery of the first event since covid. There were many opportunities to improve and many good aspects to improve upon. Overall, the event was felt to be a success and positively seen by those in attendance. CLO will document all the points, and these will used for the Review Documentation to be used for future events. **ACTION**

8. Your Parish Newsletter

- 8.1. Summer edition of the Parish Newsletter.
There was a discussion providing feedback about the last edition and these were noted and will be considered when working on the Autumn edition
- 8.2. Cllr Nixon proposed that the paper newsletter should change its name from 'Your Parish Newsletter' to 'Your Parish Magazine' to distinguish it from the e-newsletter. This was seconded by Cllr Heale and agreed by all
- 8.3. Next edition – topics were circulated prior to the meeting. key points made were
- 8.3.1. Topics were agreed
 - 8.3.2. Page 3 and 9 should be merged to be kept as a double spread.
 - 8.3.3. An article helping signposting residents to report issues was an innovative idea
 - 8.3.4. The copy and layout were not easy to follow for sign off. meeting to be agreed to see how to make this better
 - 8.3.5. Quantities should be reviewed as deliver was short this time **ACTION**

8.4. Supporting residents in the coming months

The CLO provide a list of the ways in which GLPC, and partners are delivering and helping residents. Collaborating with partners provides residents with basic services and help. CLO will be reviewing partners who can successful deliver this in other areas of the parish. The Chair asked Cllrs to consider what other activities could be brought.

9. 2023/24 community services budget

- 9.1. Review of current projects and the budget process for 23/24. The Committee agreed that the template as suggested was fit for purpose.
Cllr Nixon agreed to work with the CLO to enhance the templates to provide the necessary metrics for the evaluation process
Cllr Harvey – suggested the council/committee approval dates should be noted in the document
Cllr Heale – requested a comment box should be included

No date was agreed for the setting of a temporary CSC budget working group to help formulate ideas.

10. 2022 Recognition event – 15th October 22

10.1. Committee acknowledged the recognition documented as a framework for the operational process behind the recognition event.

It was agreed that the judges panel would include Cllrs Nixon (Chair), Cllr Mackenzie (Chair CSC), Another Chair Communication Officer and Community Liaison Officer.

11. Policy documents

11.1. It was proposed by Cllr Nixon and seconded by Cllr Mackenzie that the social media policy document was adopted by GLPC. This was agreed by all

11.2. It was proposed by Cllr Nixon and seconded by Cllr Mackenzie that the social media guidance document be adopted by GLPC. This was agreed by all.

The Chair encouraged all Cllrs to read the policy but be mindful of the Guidance document as part of good practice.

12. The next CSC meeting will be Monday 10th October 2022

The Meeting was closed at 21 :01

Chair _____ Date _____