

**Burwash Parish Council**  
**Community and Communications Working Party**

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**Draft Minutes for the meeting on 28th September**

Attendees – Alistair, Keith, Berry. Public – Halina Keep

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**1. Apologies for Councillors' Absence**

Cllr. Hosein, Cllr. Newman & Cllr. Mack.

**2. Disclosures of Interest**

N/A

**3. Minutes from the previous meeting**

Agreed at the previous full Council meeting

**4 Updates**

A How the Council presents itself to the Community (Keith)

Two further members of the public added to the future meeting from the assembly.

*ACTION – Keith will be setting a date towards the end of October*

B Parish assembly 22<sup>nd</sup> September

Impressed with the overall attendance. Positive feedback about the groups that attended, we discussed that perhaps they should be asked to provide more detail on the evening about what the actual grants were spent on. Mentioned that if the group cannot attend that we could put a guide together to help them make a presentation for the parishioners to read on the evening.

Keith mentioned bringing up to date the business contacts within the council. View was to leave this for the 'how the community presents itself' project to determine the method of improving this.

*ACTION – Seemed to us like there was enough requests from the attendees to merit further public debate around the toilets. Not sure if that's for our committee to discuss but certainly needed minuting.*

C Love Burwash w/c 4<sup>th</sup> October (Brian)

All looks good, areas in the Weald and Common were highlighted to Keith so these have been forwarded onto Julian as per the above. *(Julian agreed to be the point of contact for these areas.)* t

There was a low response from school children for the Love Burwash poster but the 'winners' have been displayed in the Blacksmith's. This was appreciated, all seen and they look lovely.

D Christmas Lights update

A local qualified electrician, Joe at Chaunt Meadow has volunteered to be responsible

for connecting up the lights this year. His contact details have been passed to Emma.

**5. Burwash Common Fete**

Feedback was provided at the full Council meeting in September. More thought will need to be given to the fetes next year if they are to be good use of Councillors' time and make a contribution to the life of the fete.

Attendance was disappointing, various factors, but we still believe it's important for the council to attend such events. Ideas to improve involve the creation of some marketing materials that can be used to improve the aesthetic of the stalls at any event (finance implications discussed below) and a little more thought as to drawing people to the stand by means of a better location/games etc.

**6. Remembrance Day organisation (Emma)**

We weren't sure what this entailed but could Emma please clarify that the clerk sorts a wreath for someone on the council to lay?

**7. Jubilee Celebrations**

<https://www.royal.uk/platinum-jubilee-central-weekend>

Having assessed the official events we thought it would be good for the council to arrange for the beacons to be lit on 02/06/2022 in line with the national plans. We also thought that we should support some form of picnic/street party on 05/06/2022. However, we thought our abilities maybe best served as a point of contact to coordinate local efforts with the relevant park organisations/charities rather than arranging any events of our own.

*ACTION – next month we will assign a councillor to look after these events.*

**8. Terms of reference (attachment)**

These look great, minor grammatical adjustment "four to six weeks".

*ACTION – happy for these to be signed and resolved as necessary.*

**9. Future plans and likely expenditure by the Comms W/P**

We felt this needed further discussion at the next meeting, but notes/ideas to carry over include:  
costs associated with jubilee celebrations,  
small budget for the creation of some permanent marketing materials,  
an annual physical mail out,  
Love Burwash (although I suspect these are already budgeted),  
noticeboard for parishioners to post about events etc to save the fence near the doctors.

**9. Dates for future meetings: MONDAY 18<sup>th</sup> OCTOBER 7pm**

Matters to be discussed at future meetings:

*Berry is currently storing the knitted bunting, could this be stored at the parish rooms?*