

Burwash Parish Council
Community and Communications Working Party

Draft agenda for meeting on 3rd February 2022 at 7pm
Meeting to be held at the Parish Council Rooms

For Information Only: This meeting will be a face-to-face meeting following the current Government guidelines. Members of the Public and Press are welcome and encouraged to attend. Due to space requirements, we are operating a booking system. If you would like to attend this meeting, please email the Clerk on parishclerk@burwashpc.org.uk to book and confirm your place at least 24hrs before the meeting. Please ensure that you follow the required instructions at the meeting.

If you have a question for the committee, please contact the Clerk to submit the question. Only items on the agenda below will form the basis of discussion and transaction of business. Anything received post the agenda being published will be included on the next committee agenda.

1. Apologies for Councillors' Absence

2. Disclosures of Interest

3. Minutes from the previous meeting

4. Queen's Jubilee

- i. Jubilee Committee – Lesley Elmslie
- ii. Burwash Common plans
- iii. BBFA Plans – Fiona Hosein / Jo Murrells
- iv. Other committees / organisations involved & their plans
- v. Parish Council involvement
 - Bus Stop troughs / hanging baskets / sponsors / site visits
 - Benches
 - Bunting
 - Plant a tree
 - School children commemorative give away
 - Presence at scheduled events
 - Resolutions to Full Council to be confirmed
- vi. Responsibilities to be agreed

5. Updates

How the Council presents itself...

This will now be included in the Parish Newsletter

Parish Council Noticeboard

Bus Stop Information Point

We could use the reverse of the existing Burwash Map as the basis of a Business Information Point, as it includes a history of Burwash as well as ads for a number of local businesses. Steve Moore has been approached for his advice on this

6. Positioning of flagpole

- i. Agreement on possible locations & flag to fly
- ii. Agreement on purchase
- iii. Restrictions to be noted and observed
- iv. Resolution to Full Council

7. Community Notice Board

- i. Agreement on location
- ii. Agreement on size
- iii. Agreement on who should be responsible for keeping it up to date?
- iv. Manufactured 'Board' from same supplier as the Council Board or 'home built' and if so by whom?

8. Love Burwash, Spring Clean April 2nd

- i. Agreement on what needs to be done and by whom?

9. Parish Newsletter

- i. See attached format, for discussion

10. Dates for future meeting:

Thursday 3rd March 2022 Parish Rooms