

Burwash Parish Council
Community and Communications Working Party

Draft Minutes of the meeting on 18th November

**Present: Cllr Alistair Coulthurst, Cllr Berry Wraight, Cllr Amy Mack, Cllr Dominie Stemp,
Cllr Keith Lloyd, Cllr Brian Newman (chair), Sylvie Franklin**

1. Apologies for Councillors' Absence

Fiona Hosein

2. Disclosures of Interest

None

3. Minutes from the previous meeting

Agreed at previous Full Council Meeting

4 Updates

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

Progress:

Very few parishioners had come forward to engage with this activity, possibly because discussions about the issue of the toilets and car park had become the priority. It was considered there was not a lot of understanding of what the Council does. Although a small group of parishioners does engage with the Council, most do not do so. It was decided to change the way we obtain the views of parishioners in favour of inviting those who attend parish meetings to complete a questionnaire on how well the Council communicates to the public and what it needs to do to improve engagement.

Action: Alistair to draft a questionnaire to be given to those attending meetings, and this to be provided to Keith for comments, and then added to these minutes for general circulation by 27th November.

Resolution: a questionnaire to be given to those members of the public who attend the next Full Council Meeting and used as means of identifying what the Council needs to do to improved communication. Draft questionnaire for approval set out below.

B Love Burwash (Brian)

Feedback:

There was very little sign of activity in the Village High Street, although work in the Weald and Common areas was observed and this was to be commended. It was noted that the bus stop area had also been tidied up. Particularly thanks to the BWCRA for their support.

It was felt that the Village would benefit from a 'Spring Clean', especially the finger posts and street signs. Saturday 2nd April would be dedicated to a Love Burwash Spring Clean, and this would be added to the January agenda for further discussion.

Action: Spring Clean date (2nd April) to be added to the Council Diary

C Christmas Lights update

It was thought that Joe and Peter would be taking a lead on this, with Emma providing Admin support. They should be made aware that if they need additional help, they can contact the Council via Brian (Peter's neighbour). Berry has offered to help on 27th and Brian could be available.

The suggestion of a Council Tree and banners was welcomed.

Action: Emma to organise a tree and posters as suggested.

5. Jubilee Celebrations

It was agreed that the Council would take responsibility for the lighting of the beacon. It would not organise other events, but would offer support through funding and publicity to groups who wished to do so.

Action: Council to make known its intention to offer to support to anyone organising a Jubilee event (Brian on Parish Matters, Emma on e-bulletin, Facebook and website).

6. Christmas food boxes (Amy)

It was agreed that other groups, such as the churches and the school were better placed to identify families and individuals in need and that rather than the Council offer a similar service, it could provide funds to recognised organisation already carrying out this work.

Resolution: the Council to make funds available to recognised local organisations who are providing support over Christmas for those in need. Funding to be found from section 137 funding up to an agreed level.

7. Parish Notice Board:

The purchase of a Parish Notice Board from The Parish Notice Board Company www.parishnoticeboards.co.uk at £744 was recommended.

8. Additional support to ensure the website is updated.

The Comms Working Party agreed that the Parish Website needed regular updating.

Action: the HR Committee should enter into discussions with Emma as to who should do this, and what rate of pay should be offered

9. Remembrance Day

There was a discussion as to how far the Communities should be 'decorated' for Remembrance Day. The use of large poppies was thought not to be appropriate although some additional use could be made of knitted/crochet poppies, recognising that both churches already had displays of poppies.

It was felt that the organisation of the placing of wreathes was a little haphazard, at least for the Village event, and that it would be helpful to have a running order on file which would be the basis for future events, including who was responsible for each element and what was expected of those taking part.

Action: Emma, can you set up a meeting to include representatives of the British Legion and St Bartholomew's in order to discuss the running order of the Remembrance Day activities.

Action: Emma, can you let us know who has responsibility of the memorial?

10. Community Transport

This issue arose in the Environment Working Party and it was thought that this would be best managed by the Comms Working Party. However, we considered that this was an area that came within the scope of the Travel and Transport group in terms of what level of service might be identified, and the Environmental group in terms of encouraging groups such as the Battle Bus (which does serve Burwash) to use low carbon vehicles.

Dates for future meeting:

Thursday 13th January

11. Issues for future discussions

The use of Bus Stops as a means of sharing information and advertising local business.

Action: Emma, can you let us know who is responsible for each of the bus stops across the Village, Weald and Common?

Please note: Appendix follows on the next page...

Burwash Parish Council – Help Us To Improve Our Communications

1. Overall (out of 5), how would you rate Burwash Parish Council's communications?

Poor 1 2 3 4 5 *Excellent*

2. In the past 12 months, have you received any form of postal communication from the Parish Council?

Yes No

3. Are you subscribed to the Burwash Parish Council E-Bulletin?

Yes No

4. Are you subscribed to the Burwash Parish Council Facebook page?

Yes No

5. How accessible are the details of the Parish Council (and associated working groups/committees) meetings?

Poor 1 2 3 4 5 *Excellent*

6. How would you rate Burwash Parish Council's digital communications?

Poor 1 2 3 4 5 *Excellent*

7. How would you rate Burwash Parish Council's physical (postal, noticeboards etc) communications?

Poor 1 2 3 4 5 *Excellent*

8. With regards to Burwash Parish Council, what would your preferred method of communication be?

Postal

Digital

Noticeboards