

**MINUTES OF THE COMMUNITY ACTION COMMITTEE  
OF BERSTED PARISH COUNCIL HELD AT 19:00 ON TUESDAY 21<sup>ST</sup> NOVEMBER 2023  
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

**Present:** Cllrs M. Lury (Committee Chair), W. Kapp (Vice Chair), J. Spencer, Bex Bellhouse, Alan Smith, Paul Ralph, Phil Woodall, June Milson (Community Clerk)  
**Community Representative** H Griffin, Reverend Jo King, Steve Hearn, Jacqui Herrington, Susannah Conway

Suzy Downes Business Development Co-Ordinator, Community Transport Sussex (CTS) gave a brief explanation to the service offered. CTS are working towards relieving social isolation and loneliness across the county through the provision of safe, accessible supported door to door transport for those having difficulty accessing the mainstream transport network. A survey has been produced for Bersted to better understand the local transport needs in our area. Suzy has requested that we distribute the survey to our councillors and to the Bersted Community. Councillor Lury enquired if there were any cost implications and Suzy confirmed there were absolutely none. Suzy went onto mention that they are introducing a buddy scheme. This will pair a passenger with a volunteer. Suzy confirmed all Safeguarding training is given to volunteers. Cllr Lury thanked Suzy for attending and confirmed we would circulate the survey.

**ACTION Community Clerk to send the survey to councillors for completion and arrange for this to be put onto our website and Facebook page. Hard copies will also be made available for Tea and Coffee Club.**

**23275 Apologies for Absence - None**

**23276 Declarations of Interests - None**

It is a requirement for all Members to make a declaration of personal and prejudicial interests either prior to commencement of the meeting or at any time during the meeting where such an interest may become apparent.

**23277 Minutes of the Community Resources Meeting of 19<sup>th</sup> September 2023**

**RESOLVED** that the Minutes of the Community Action Meeting held on, 19<sup>th</sup> September 2023, having been circulated in advance be taken as read and signed by the Chair as a true record.

**23278 Matters Arising from the Minutes: 23200 c)** Cllr Kapp enquired if a Christmas Card was going to be sent to the resident who kindly donates to Fresh Food for Families. Community Clerk advised that we would be sending one of the winning Christmas Card competition designs and included in this would be information on how we spend the money for Fresh Food for Families.

**ACTION – Community Clerk to arrange for Christmas card to be prepared and sent to resident.**



23279

**Community Reports:**

**H Griffin** - Carpet Bowls raised £94 which has been donated to Dementia Support. A further £13 was raised at the November Tea and Coffee Club.

**Steve Hearne** – November Craft Fayre was well attended with stall holders and public. Four dates have been booked for 2024 at Jubilee Hall. Steve commented how nice it was to see the return of the Bersted Parish Council’s Tombola stall. Thanks were given to all BPC staff for their assistance. Cllr Lury commented how impressed he was with the quality of stalls on the day. Thanks were given to Steve for arranging the Fayre. Cllr Kapp confirmed that £101 was raised on the Tombola Stall for Fresh Food for Families.

**Reverend Jo King** – Church Christmas Fayre is taking place on 25<sup>th</sup> November. BPC will be having a Tombola Stall. 3/12 300 knitted angels will be placed around the Parish which will include messages of encouragement and service details. 10/12 Christingle Service. 23/12 Carol Singing at Bersted Park.

Cllr Lury thanked Holy Cross Church for the kind donation to Fresh Food for Families of £309.00 which was raised at the Harvest Festival Service.

FSW – Not in attendance, however Reverend Jo King advised The Hub were working with the Salvation Army and appealing for vouchers to be purchased and donated to families. Suggested vouchers are for Picturedrome, Pitch and Putt, Ice Cream Parlour. The purpose being to encourage sharing within a family occasion.

23280

**Budget 23/24****a) Update from The Community Clerk, Spread Sheet previously circulated.**

Clerk encouraged members to look at the original spreadsheet alongside the revised spreadsheet which shows a new layout for the budget.

**b) Revise commitments and approve any changes.** Community Clerk suggested moving funds from Christmas fayre kitchen (£250) and trees (£105) back into available funds as this was not being used this year. This will allow further resources to assist our local families. Attention was drawn to £895 funds not showing on October HSBC bank statement as this is received at the end of each month. This figure includes donations and monies raised from the Tombola Stalls.

**RESOLVED** to approve relocating funds from Christmas kitchen fayre and trees totalling £305 into available funds.

23281

**Donation to Fresh Food for Families provision to Bersted Green/Southway Schools – December Half Term.****a)** To approve reintroducing Bartons School for regular donations for Fresh Food for Families Scheme. Community Clerk advised she had had a discussion with Debbie Camp School secretary for Bartons School. who confirmed they have some vulnerable families within their school. They would very much like to be considered for Fresh**LOTTERY FUNDED**

Food for Families Scheme. Discussion was held on re-introducing Bartons School. Rev Jo King suggested that as the school was approximately half the size of Bersted Green and Southway schools, perhaps the donation should be smaller. Continued discussions around this were held and it was agreed to donate Southway and Bersted Green £300 each and Bartons School £150 for the Christmas Half Term.

**RESOLVED** to approve Bartons School into Fresh Food for Families Scheme.

b) To approve donations for Christmas Half Term

**RESOLVED** to approve £300 each to Bersted Green and Southway Schools. and £150 to Bartons School for December Half Term.

**ACTION – Community Clerk to arrange for Bacs payment to the school for December half Term. Also, to advise Bartons School of approval of re-introduction to Fresh Food for Families.**

23282

**Christmas Card Competition -Winner Selection and approve printing and prize costs.** Community Clerk advised the only entries received were from Bersted Green School. These were circulated for the committee to choose a winner. Design number 3 was voted as the winner. This design will be used for Bersted Parish Council Christmas cards for 2023. It was agreed that all 3 entries would receive a Christmas Variety Pack of chocolates. Approve up to £100 for printing of 30 cards £55.20 and prize for the winner. **RESOLVED** Winner selected and approve £100 for printing and prize. **ACTION Community Clerk to advise school of the winner and arrange a time to take prizes. Arrange for printing of the winning design for 2023 BPC Christmas Card.**

23283

**Reminders**

Tea and Coffee Club Monday 18<sup>th</sup> December Arun A Capella Chorus and Dave Harris  
Community Action Committee Tuesday 23<sup>rd</sup> January, 7pm

23284

**Correspondence**

Holy Cross Church – Donation of £309 from funds raised at Harvest Festival for Fresh Food for Families Scheme.  
Thank you Emails from Bersted/Southway Schools  
Thank you Email from the Jones Family  
Tesco – Stronger Start  
Bognor Coastal Art Trail – More information required –  
**ACTION Community Clerk to email requesting further clarification as to how this committee can assist.**

23284

**Urgent Matters:** None.

**There being no further business the Chairman closed the meeting at 20.07**

Signed .....

Committee Chairman Date .....



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