

**MINUTES OF THE COMMUNITY ACTION COMMITTEE
OF BERSTED PARISH COUNCIL HELD AT 18:00 ON TUESDAY 27th SEPTEMBER 2022
AT BERSTED JUBILEE HALL, CHALCRAFT LANE.**

Present: M. Lury (Committee Chairman), W. Kapp, J. Spencer, D. Thompson, and D. Holcombe (Clerk/RFO).

Community Representatives: H. Griffin and S. Hearn.

Chairman opened the meeting by saying how saddened he and many others are over the loss of our queen.

- 22172 Apologies for Absence** Rev Jo King and Nigel Hasted of Bognor Hotham Rotary Club, (other meetings) and Trainee Clerk -Kath Harding (unwell).
- 22173 Declarations of Interests** None.
- 22174 Public Session** None.
- 22175 Minutes of the Community Action Meeting of 19th July 2022**
RESOLVED that the Minutes of the Community Action Meeting held on, 19th July 2022, having been circulated in advance be taken as read and signed by the Chairman as a true record.
- 22176 Matters Arising from the Minutes** None.
- 22177 Community Reports**
Herbie Griffin confirmed their tabletop sale raised £140 for Sage House. Herbie also confirmed the sad loss of Phyllis a valued member of Bowls and the Tea & Coffee Club.
- Reverend Jo King previously confirmed the attendance of the Travelling Nativity at the Christmas Fayre here on Saturday 3rd December and sent in a report as below:
Travelling Nativity – Advent 2022 Sunday 27th November – Christmas Eve
- What is it?**
The travelling Nativity is three 4ft high, free-standing cut-outs of Mary, Joseph and the donkey. They will be brightly coloured and have holes in their faces so you can pose for a photograph as Mary or Joseph. There will also be a free-standing board with our Christmas services on it.
- Why are we doing this?**
We are hoping this will be a fun way of reminding everyone about the journey that Mary and Joseph made to Bethlehem as they are preparing for Christmas.
- How can you get involved?**
By hosting Mary, Joseph and the Donkey
You can get involved by inviting Mary, Joseph and the donkey to spend a few days at your venue or an event that you are holding. Ideally this would be somewhere that people can see them all the time so they can take photographs and add them too our Facebook page.

By helping us get them made

We think it will cost about £250.00 to get the figures built and weather-proofed, if you were able to support us by providing some money towards this cost, we would be most appreciative.

Warm Space Initiative

The other issue is the Warm spaces initiative. We are hoping to be able to offer a warm space on Wednesday afternoons in our church hall. I have signed up with a group called Warm Welcome and am going to an online launch on Wednesday evening to find out more. I am hoping that we can co-ordinate with other local places to make a local offer.

Clerk/RFO confirmed that she asked other Clerks at her networking meeting what other Councils are doing, and they confirmed in general other Parish Councils are not hosting additional arrangements but are identifying what it already taking place within their parish and will sign post their residents along with considering a donation towards refreshments. Some Parish Councils like Bersted already hold Tea & Coffee Clubs which can be utilised.

22178 22 –23 Remaining Budget

Members reviewed the remaining 1,111.74 balance and approved a £500 donation towards fresh food for families via the schools. Leaving a balance of 611.74.

22179 Fresh food for families Autumn and Christmas 2022

Members reviewed the available balance which with the above £500 donation gave a total of 1,103.61 to consider further donations for October and Christmas full terms.

RESOLVED to approve a donation to Bersted Green School and Southway of £250 each for October and £300 each for December. Leaving a balance of 3.61.

ACTION Clerk/RFO to inform schools and arrange payments. Clerk/RFO also to correspond with Tesco to confirm initial grant spent and claim the remaining £375 to assist 2023 donations to schools.

22180 Christmas Fayre 2022

Trainee Clerk had previously circulated a memo to members to consider and approve costs for the Christmas Fayre to be held on 3rd December. Proposed budget of £250 to cover selection boxes for the raffle, flyers and food to sell from the kitchen.

RESOLVED to approve £250 towards the Christmas Fayre to cover selection boxes, flyers and Kitchen costs.

ACTION Clerk/RFO to arrange transfer. Balance remaining £361.74.

Steve Hearn gave an overview of the stall arrangements and confirmed that Phil Woodall has kindly offered to be Santa again and the Clerks have also kindly offered to do the kitchen again, any profit raised by Council on the day will go back to local families via the Community Action Committee.

Steve asked if Council could purchase more tables, Clerk/RFO explained this would need to be approved as a future agenda item or wait until next financial year if funds are not sufficient.

Cllr Kapp gave an overview of the tombola and raffle arrangements and confirmed she is happy to lead the project but will require volunteers to assist, again any profit raised by the tombola and raffle on the day will go back to local families via the Community Action Committee. Members agreed that the tombola should be 3 tickets for a £1 and have small consolation prizes for children that do not win. The raffle will be a £1 a strip. Clerk/RFO suggested that Oakmeres may donate one fruit hamper as a raffle prize. Steve Hearn offered he could contact organisations to donate, and Cllr Lury offered concert ticket prizes for the raffle. Clerk/RFO confirmed that the Clerks have an agreed plan and will between them contact various local companies for donations.

ACTION Clerks and volunteers to continue with preparation for this event. Deputy Clerk to contact Oakmeres for a raffle prize and Clerk/RFO to itemise for October’s Council meeting.

22181 Play Scheme Evaluation 2022 and proposed Playscheme 2023

Information on this year’s play scheme was circulated to members by Trainee Clerk prepared by Clerk/RFO and explained this has formed the basis for next years proposed scheme with a saving of 1,800.

RESOLVED to approve the playscheme arrangements proposed and for Clerk/RFO to contact next year’s playscheme providers.

ACTION Clerk/RFO to manage on behalf of Council.

22182 2023 – 2024 Budget for Community Resources

Clerk/RFO updated members on next years proposed budget. Members agreed the proposed commitments for the playscheme 2023 of £2,600, Tea & Coffee club £400 and Food for Families £tbc dependant on budget (Clerk/RFO advised budget yet to be confirmed).

RESOLVED to approve the Clerk/RFO budget proposals for next year.

ACTION Clerk/RFO to manage on behalf of Council.

22183 Correspondence

1. Email from Rev. Jo King re Warm Spaces
2. A reminder to all the next 2pm Tea & Coffee Clubs are Monday 17th October, Monday 21st November and Monday 19th December.
3. The next Community Action meetings are 15th November and 17th January 2023.

22184 Urgent Matters None.

There being no further business the Chairman closed the meeting at 18:50

Signed

Committee Chairman Date

