

**MINUTES OF THE COMMUNITY ACTION COMMITTEE  
OF BERSTED PARISH COUNCIL HELD AT 19:01 ON TUESDAY 19<sup>TH</sup> SEPTEMBER 2023  
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

**Present:** Cllrs M. Lury (Committee Chair), W. Kapp (Vice Chair), J. Spencer, Bex Bellhouse, Alan Smith, June Milson (Community Clerk)

**Community Representative** H Griffin, Reverend Jo King, Jacqui Herrington (FSW) and John Childs

**23193** **Apologies for Absence** Cllr Paul Ralph,

**23194** **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.

**23195** **Minutes of the Community Resources Meeting of 18<sup>th</sup> July 2023**

**RESOLVED** that the Minutes of the Community Action Meeting held on, 18<sup>th</sup> July 2023, having been circulated in advance be taken as read and signed by the Chair as a true record.

**Rev. Jo King arrived at the meeting 19.03.**

**23196** **Matters Arising from the Minutes:**

Minute Number 23129 Information Request Slip produced to be given with Concert Prizes given out at Tombola.

Minute Number 23134 Letter of support for Access Project for Holy Cross Church has been emailed to Rev. Jo King. **Actioned twice by Community Clerk.**

**23197** **Community Reports:**

**H Griffin**

Carpet Bowls attended a Match with Selsey and came 2<sup>nd</sup>

Fish & Chip Supper was held and £105.62 raised for Sage House

Tea and Coffee Club raised £19.00 for Sage House.

**Jo King**

Advised of upcoming events at Holy Cross Church

September - Harvest Festival during which a food collection will take place and be donated to a chosen charity.

October – Baby Loss Service

November – Service for anyone who has experienced the death of a loved one

Remembrance Service



**LOTTERY FUNDED**

Jo will forward flyers to these events to The Community Clerk for advertising on website and notice boards.

**Action – The Community Clerk to advertise upcoming events.**

Jacqui (FSW) requested that Jo also provide her with the flyers to advertise at the Community Hub.

23198

**Playscheme 2023**

**a) Update from The Community Clerk**

The Community Clerk referred members to the memo circulated prior to the meeting along with Playscheme Budget.

Community Clerk advised members that we had not been charged £130 from Freedom Leisure for their facilities due to bad weather on one of the days, which is showing in the Budget. The total spends for 2023 Play scheme was £2991.54 which came in under budget. Revised budget information will be made available at the next meeting in November.

The Chair invited members to share feedback and suggest ideas for 2024 Playscheme. It was noted that there were some instances of families exploiting the donation of food bags and examples were given of raffle tickets of the same colour being brought along and used to exchange for food bags. Families borrowing children to collect more food bags. It was agreed a new way of distributing food bags was needed.

The Chair advised he was very surprised at the sheer number of food bags handed out and asked if we knew what areas families were from. The Community Clerk advised she was aware that Freedom Leisure collected postcodes from the families using their facilities and had emailed them to enquire if we could have this information. There has not been a response so far.

FSW – advised that the fresh food available on the day for a cost of £1.00 for a selection of items was very well received and Jacqui advised they would very much like to be part of 2024 Playscheme. They collected first names and postcodes from families using this facility also.

See appendix 1. Discussed suggested ideas for 2024 play scheme appended to these minutes. The Chair requested that any further ideas be emailed to the Community Clerk where these will be collected and discussed at a future meeting.

**b) Tombola**

The Vice Chair advised that this was very successful and raised a total of £315.00 to add to the funds for Fresh Food for Families. Vice Chair advised they unfortunately ran out of prizes.

23199

**Budget 23-24 – The Community Clerk**



**LOTTERY FUNDED**

The Community Clerk referred member to the spread sheet previously circulated prior to the meeting.

No questions put forward.

23200

**Fresh food for Bersted families**

a) **Approval for Schools' Donation for October Half Term of £250 for each school**  
**RESOLVED** - to approve donation of £250 each to Bersted Green and Southway School.

b) **Christmas Card Design Competition –**

The Community Clerk showed the committee an example of a Christmas card designed by school children last year and suggested this might be something our local schools could be encouraged to enter. The winning design could then be used for BPC Christmas cards 2023. Jo King suggested perhaps going into the schools to explain the competition and our involvement with Fresh Food for Families or perhaps attend an assembly.

**ACTION – Community Clerk to contact Bersted Green and Southway School.**

c) **Regular donation from resident.**

The Community Clerk advised the committee of a generous monthly donation being given by one of our residents of £100.00 per month to be used for our Fresh Food for Families. The Chair and members were very grateful for the generosity of the resident. The Community Clerk advised that a thank you letter had been sent.

23201

**Christmas Fayre**

a) **Tombola – The Vice Chair**

To be set up at the Craft Fayre 11<sup>th</sup> November. To request donation of prizes from councillors at future meetings.

**ACTION – The Community Clerk to ensure the request goes onto Full Council agenda.**

b) **Holy Cross Church Christmas Event – Rev. Jo King**

This Christmas Holy Cross Church will be crafting small, knitted angels which will be attached around the area to be collected. The angels will have words of encouragement along with church service times.

There will also be a pair of large angel wings attached to decorative fencing on the church green offering residents a photo opportunity. It may possibly be mobile but this has not yet been confirmed.

23202

**Tea & Coffee Club Monday, 2pm**

a) 18/9 Dave Harris – This sadly did not take place due to a miscommunication. A quiz, Hoy Bingo and Horse Racing took place.

b) 16/10 Age UK and Hoy Bingo – It was agreed the Community Clerk would see if Dave Harris could attend with an allotted slot alongside Age UK.

**ACTION – The Community Clerk**

23203

**Correspondence & Reminders**



**LOTTERY FUNDED**

- a) **Arun Wellbeing** – Clerk/RFO had met a contact during her visit to the Community Hub the Community Clerk drew the committee’s attention to some information about a scheme being run between Arun and WSCC to assist anyone wanting to achieve a healthier lifestyle. This is a free service.
- b) **My Sisters’ House** – Another contact made by the Clerk/RFO. This charity runs a refuge for Domestic Abuse and is currently running ten-week course for Domestic Abuse, Recovering Together (DART). Jacqui advised this has been a very useful course with excellent feedback.

**ACTION – The Community Clerk to add to early 2024 agenda.**

- c) **Bognor Hospital Fete 2024** – Approval for Tombola to be considered for 2024 Budget cost of £25.00.

**RESOLVED** to approve cost of £25.00 cost for having a pitch at Bognor Hospital Fete 2024.

Jo King highlighted how busy this fete is and explained that Holy Cross had attended and ran out of prizes very quickly. Jo suggested the Council may wish to consider putting on a game with prizes to be won which would perhaps last longer and raise more money. To added to early 2024 agenda for decision.

**23204 Urgent Matters:** None.

The Chair welcomed Alan Smith who has agreed to join C A Committee and thanked everyone for attending.

**There being no further business the Chairman closed the meeting at 20.00**

Signed .....

**Committee Chairman**    **Date** .....



**LOTTERY FUNDED**