

**MINUTES OF THE COMMUNITY ACTION COMMITTEE OF
BERSTED PARISH COUNCIL HELD AT 19:00 ON TUESDAY 21st May 2024
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

Present: **Councillors:** M Lury (Committee Chair), W. Kapp (Vice Chair), B. Bellhouse, J Spencer, P Ralph, G Yeates, Alan Smith,
Clerk in attendance: June Milson (Community Clerk), Deputy Clerk Sue O’Connell.

Community Representatives:

Herbie Griffin, Rev. Jo King, Jacqui Herrington (FSW) John Childs.

Member of the Public: 1

24037 Election of Committee Chairman.

The Community Clerk informed members she had not received any nominations. Cllr Spencer nominated Cllr Lury and was seconded by Cllr Yeates. Members of Committee voted by show of hands and Cllr Lury was confirmed as Committee Chairman.

RESOLVED that Cllr Lury was duly elected Committee Chairman.

24038 Election of Committee Vice Chairman.

The Community Clerk informed members she had not received any nominations. Cllr Lury nominated Cllr Kapp and was seconded by Cllr Spencer. Members of Committee voted by show of hands and Cllr Kapp was confirmed as Committee Vice Chairman.

RESOLVED that Cllr Kapp was duly elected Vice Committee Chairman.

24039 Apologies for Absence – Cllr Woodall, Steve Hearne.

24040 Declarations of Interest.

Members were reminded that should interests arise during the meeting, they should be declared at this time.

Public Session.

Why it is Bersted in Bloom was no longer taking place? Members advised that this was led by a very good volunteer who has since left. There was also little response. Community Clerk advised that this was being looked at being re-instated again.

Is Bersted Parish Council putting bunting up for the Olympics? Deputy Clerk advised that this has not been considered. We must be careful what is displayed as it can be open to vandalism.

What age is the Playscheme aimed at, and do we provide Special Educational Needs children with appropriate facilities? Cllr Bellhouse advised this was aimed at children under 16. A variety of activities are inclusive, and Jacqui Herrington (Family Support Worker) oversees these facilities.

How is this advertised? Deputy Clerk advised this was put onto Facebook, Bersted Parish Council’s website, it is sent to schools, placed in notice boards and Cllr Bellhouse advised the Hub also advertise it through their social media.

- 24041 Minutes of the Community Resources Meeting of 19th March 2024.**
RESOLVED that the Minutes of the Community Action Meeting held on, 19th March 2024, having been circulated in advance, be taken as read and signed by the Chair as a true record.
- 24042 Matters arising from Minutes.**
 23465 The Chairman enquired how much money was raised for Sage House. The Community Clerk referred to a thank you letter received from Sage House and advised the amount raised was £91.82. The Chairman congratulated Herbie on raising this significant amount, and acknowledgement to our generous Tea & Coffee members.
 23465 Memo Number 5 The Vice Chair enquired about the Pop-up-Shop suggestion. The Chairman advised he had spoken to a couple of people but had yet to enquire with all the Tea & Coffee Club members. He felt this would be a good idea leading up to Christmas time. Members agreed.
- 24043 Community Reports.**
H Griffin - Carpet Bowls are running at full membership. A match was held at the hall, they lost by 3 points. A fish and chip social is to be held this Friday to raise money for Sage House and Dementia. All monies raised accumulate and the final amount will be doubled again this year in November.
Rev Jo King - Builders have started work to level access into the Church and put in a toilet. This will make a huge difference to the use of the church hall and to members of the public who have mobility problems. Work is expected to be completed by the end of August. An opening celebration to be arranged for September. The Chairman thanked Rev Jo for her commitment to the Community Action Committee.
FSW – Looking forward the Playscheme this year. The Chairman thanked Jacqui for all the hard work and support she and the team do on the day and that it is very much appreciated.
Steve Hearne – sent apologies.
- 24044 Business Parish Plan Committee Slide.**
 The reworked slide was circulated to members prior to the meeting. The Community Clerk advised that no comments to date had been received. Two alterations were suggested by members, (1) insert a capital letter and (2) remove the word ‘young’ The Community Clerk advised that a link to allow access to the full Business Plan on the website would also be inserted. Members voted and approved the slide with the amendments.
RESOLVED TO approve slide with amendments and forward to the Clerk/RFO to take to the Finance Committee Meeting in June.
ACTION – Community Clerk to made necessary amendments and forward slide to Clerk/RFO for the Finance Meeting in June.
- 24045 Budget 24-25 Commitments – Update from The Community Clerk.**
 The Community Clerk tabled new formulated spreadsheet to members. showing Budget details and advised if members did not like this format, we could revert to the original one.
 a) To Approve donations to Schools Fresh Food for Families for July end of Term.

Members voted and agreed to approve a donation for Fresh Food for Families to Bersted Green and Southway Schools £250 each and Bartons School £125 for the July end of Term.

RESOLVED TO approve Bersted Green and Southway Schools £250 each and Bartons School £125 for July end of Term for Fresh Food for Families.

- b) To approve donation to Royal British Legion for Poppies to be provided for lamp posts this year as there is no standard charge.

Members enquired how many poppies were being purchased. Community Clerk advised that a discussion and decision is to be made with the Deputy Clerk. It was agreed they should be placed in a prominent position. To be brought back to July Meeting. A contingency was agreed of £50 to be reviewed if necessary.

RESOLVED TO Approve £50 contingency to be reviewed if necessary.

ACTION – Community Clerk to bring this back to July meeting to confirm poppy locations, numbers and finalise amount for donation.

- c) Future Commitments proposal updates.

Cllr Bellhouse advised that a further meeting took place with the Community Clerk. Joint work was identified with Cllr Woodall who is leading Bersted in Bloom and this fitted in with some of her future commitment ideas. She will be contacting Cllr Woodall to discuss further. Clerk/RFO has shared previous information on Local Business' in the area and more work is needed around her ideas and requested this is deferred to the next meeting in July.

RESOLVED TO – Agree to defer to next meeting July 16th.

ACTION – Community Clerk to Agenda for July 16th Meeting.

Cllr Woodall had sent apologies.

24046

CC34 Playscheme Budget CC36 Commitments – Update from The Community Clerk.

The Community Clerk advised that the Clerk/RFO had been successful in securing a Grant from Tesco Stronger Starts for a maximum of £1000 towards this year's Playscheme which is payable in increments. A tentative amount of £300 has been suggested from Rotary Club Hotham to go towards the food bags. Both amounts are yet to be paid.

- a) To discuss and agree Community action Ideas for 2024 – Appendix 1 Minutes 19th September 2023 and other suggestions.

Discussions were held and it was agreed to provide a maximum of 100 food bags per Playscheme Session, put a fun stamp on children's hand as they receive the food bag, enquire what school they attend, to give us some idea of geographics, and keep a tally. No charge for the food bags.

RESOLVED TO - provide a maximum of 100 food bags per Playscheme Session, put a fun stamp on children's hand as they receive the food bag, enquire what school they attend, to give us some idea of geographics, and keep a tally. No charge for the food bags.

ACTION – The Community Clerk to purchase fun stamp and ink pad.

Produce tally sheet with names of schools.

24047

Meet & Greet – Councillor Stand.

To finalise arrangements and volunteers for Council Stand at the Bersted Hub on 7th August 2024.

Agreed the stand would need volunteers between 10 am – 2pm. This coincides with a Playscheme Day at the Hub also. Treasure Hunt and colouring sheet with coloured crayons would be provided. As these are collected a stamp (provided by the Hub) would be put onto the child’s activity card to be later put into a prize draw.

RESOLVED TO agree to man the Councillor Stand between 10am-2pm

ACTION – Community Clerk to ask Clerk/RFO to agenda for Full Council to request volunteers.

24048 Bognor Hospital Fete 27th July 1pm-4pm.

To finalise arrangements and confirm volunteers to assist Cllr Kapp with the Tombola.

Rev Jo King and Jacqui advised this was an extremely busy event and to ensure plenty of prizes were available. Rev Jo King advised they have a minimum of 4 people manning the stall. Set up is required before 12 mid-day as all cars must be removed from site by then. Rev Jo King suggested perhaps just providing prizes for children. Vice Chair enquired how much the pens and crayons purchased for the Councillor Stands were as these would make good prizes. The Community Clerk to email The Vice Chair with the answer. The Chairman has offered to provide concert tickets. To ensure there were enough prizes Members approved to use £50 of the contingency funds to purchase prizes. Transportation of prizes is required for the day. Volunteers for the day Cllrs Kapp, Yeates, Lury, and Deputy Clerk.

RESOLVED TO – approve the use of £50 contingency fund. The Community Clerk to email The Vice Chair with costings of stationery items.

ACTION – The Community Clerk to arrange for £50 funds for prizes and email The Vice Chair with costings for stationery items.

24049 Reminders.

- a) No Tea & Coffee Club (Electors Meeting)
- b) Electors Meeting May 24th 7pm – Daves Music
- c) D-Day 80 Flag of Peace 6th June, 9am Jubilee Hall, Bartons and Bersted Green, and West Sussex Fire & Rescue Service are attending.

24050 Correspondence

- a) Bersted Green/Southway and Bartons Schools – Thank you emails for Fresh Food donation.
- b) Further 3 months’ Donations received from Mrs Edwards for Fresh Food for Families – The Community Clerk has written a thank you letter.
- c) Sage House – Thank you letter to the Tea and Coffee Club.
- d) West Sussex County Council – Ways to help Nature – Survey previously circulated.

24051 Urgent Matters: None.

There being no further business the Chairman closed the meeting at 20.40

Signed

Committee Chairman Date