

**MINUTES OF THE COMMUNITY ACTION COMMITTEE OF
BERSTED PARISH COUNCIL HELD AT 18.30 ON TUESDAY 16th July 2024
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

- Present:** **Councillors:** M. Lury (Committee Chair), W. Kapp (Vice Chair),
B. Bellhouse, J. Spencer, P. Ralph, A. Smith, G. Markwell, P. Woodall,
Clerk in attendance: June Milson (Community Clerk),
 Community Representatives:
Herbie Griffin, Steve Hearn, Jacqui Herrington (FSW) John Childs.
 Member of the Public: 0
- 24130** **Apologies for Absence** – Rev. Jo King, Cllr. G.Yeates.
- 24131** **Declarations of Interest.**
Members were reminded that should interests arise during the meeting, they should be declared at this time.
- Public Session.**
None.
- 24132** **Minutes of the Community Resources Meeting of 21st May 2024.**
Proposed by Cllr. Bellhouse and seconded by Cllr. Spencer.
RESOLVED that the Minutes of the Community Action Meeting held on, 21st May 2024, having been circulated in advance, be taken as read and signed by the Chair as a true record.
- 24133** **Matters arising from Minutes.**
None.
- 24134** **Community Reports.**
Steve Hearn – Craft Fayres are going well. The month of June was not so well attended by stall holders or the public. They will re-consider the month of June for 2025. September is filling up with bookings and October is full and people are on a waiting list. Steve enquired if Bersted Parish Council (BPC) will be holding a Tombola Stall at the September or October Fayre. It was agreed that Family Support Work (FSW) would hold a Tombola in September and BCP would hold one in October.
Herbie Griffin – Carpet Bowls are running at full capacity and they are looking forward to raising more funds for the Dementia Charity. Cllr Lury thanked Herbie and the Team for all their support and help at the Tea and Coffee Club.
FSW – Jacqui advised they are very busy. 75 families attended The Hub this week with families travelling from as far as Yapton. The Hub provides support such as clothes swapping, fresh food is available for £1 donation per carrier bag, and signposting to relevant information and further support.
Rev. Jo King – Apologies.

24135

Budget Related Update from Community Clerk

- a) Budget Aspirations for 25/26 to be fed back to Clerk/RFO to be considered during August Budget Preparation Meeting.

It was requested that all members consider Budget Aspirations for 25/26 and email these considerations to the Clerk/RFO to be considered during the August Budget Preparation Meeting.

ACTION - Community Clerk to send out an email reminder to the Committee Members requesting Budget Aspirations for 25/26 be emailed to the Clerk/RFO.

- b) **Budget 24/25 CC36 to approve donation to Royal British Legion for Poppies.**

Community Clerk advised that Deputy Clerk and Chairman were to identify lamp posts and take a note of the number to fix the Speed Indicator Device onto. An application for permission is then required to be submitted to ENERVEO. It is suggested that we use the same lampposts to attach the poppies. Between 10-15 maximum. Members agreed to a donation of £50.00 to the Royal British Legion.

RESOLVED TO approve donation £50.00 to Royal British Legion for Poppies to be provided for lamp posts this year.

ACTION – Community Clerk to arrange ordering 15 poppies for the lamp posts from the Royal British Legion and arrange to send a donation of £50.00.

- c) **Budget 24/25, Future commitments proposal updates – Cllrs. Bellhouse and Woodall.**

Members were advised that a meeting had not yet taken place to discuss the Bersted in Bloom project and that it was too late to arrange this for 2024. It was agreed this will be put forward as a Budget Aspiration for 25/26.

RESOLVED – To put forward the Bersted in Bloom project within 25/26 Budget Aspirations to be put forward to the Clerk/RFO.

ACTION – Community Clerk to advise Clerk/RFO of Bersted in Bloom project to be considered as a 25/26 Budget Aspiration for the August Budget Planning Meeting.

- d) **Budget 24/25, Christmas Card Competition** – Community Clerk enquired of the members if they felt this was a good spend of budget money. We had little response from the schools last year and we have some cards left from 2023. It was agreed that the Christmas Card Competition last year was not successful. A discussion was held around other ideas to include young people in a Christmas Competition. Members agreed on a Colouring Competition. Entries will be put into a box in the Jubilee Hall Foyer to include name, School and contact telephone number on the back of the entry, this will enable BPC to contact the winner. Jacqui will supply the 4 Christmas designs for colouring. BPC will include the local schools, Bartons, Bersted Green and Southway, FSW will also encourage children attending the Hub to take part.

RESOLVED TO hold a Christmas Colouring Competition. This will include local Schools, Bartons, Bersted Green and Southway and Children attending the Hub.

ACTION - Jacqui to provide 4 Christmas designs for Colouring.

24136

CC34 Playscheme Budget 24/25 Budget Update from The Community Clerk.

The Community Clerk advised that donations had been received into HSBC account, Tesco £1000, Rotary Hotham £300 and an additional donation from Nursery Fields of £1000. All are reflected in the Budget Sheet. Cllr Lury advised that the donation received of £1000 from Nursery Fields should be allocated to Fresh Food for Families and requested the Community Clerk amend the Budget Spreadsheet to reflect this.

Community Clerk brought members up to date with arrangements for the Playscheme. Stamps for the Children's hands have been purchased. Freedom Leisure have agreed to add a column for postcodes to their check-in sheet to assist Bersted Parish Council in collating information about the area families are travelling from. Chalcraft Nurseries are kindly selling us 200 pieces of fruit each week; BPC will pay £50.00 and the shortfall will be made up by Chalcraft Nurseries. The Community Clerk drew the members attention to the Volunteer Schedule for the Playscheme this year and requested confirmation of who could attend. Those that could confirm were registered on the Playscheme Volunteer Schedule.

RESOLVED TO – amend the 24/25 Budget Sheet to reflect the donation from Nursery Fields of £1000 to be allocated to Fresh Food for Families.

ACTION – Community Clerk to amend the 24/25 Budget Sheet to reflect the donation from Nursery Fields to be allocated to Fresh Food for Families.

24137

Meet & Greet – Councillor Stand – Bersted Hub.

Community Clerk advised that an email had been received from Susannah Conway to confirm timings are 10-2pm. Volunteers are required to set up and dismantle the stand. Cllr Bellhouse advised that cars are required to be off site by 9.30am. Cllrs Lury, Yeates, Spencer and Bellhouse have confirmed they will be available on the day. It was noted that a date in September for a Councillor Stand is to be confirmed and will be held at the Robin Hood Pub, Shripney.

RESOLVED TO confirm a date in September for a Councillor Stand at the Robin Hood Pub, Shripney.

ACTION – Community Clerk to confirm a date in September for a Councillor Stand at the Robin Hood Pub, Shripney.

24138

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

Volunteers confirmed on the day as Cllrs. Martin Lury, Wendy Kapp, Gill Yeates, Alison Van-Koolbergen, Gary Markwell, Bex Bellhouse. Clerk/RFO, Deputy Clerk, Community Clerk. Discussion was held around the size of the pitch and a need for more than one table and a Gazebo. Community Clerk advised that we have been allocated a pitch with one table. It was agreed the Community Clerk would contact the Hospital to establish the size of the pitch

and enquire if we can bring a Gazebo. Cllr Kapp requested assistance in getting all 400 Tombola Prizes to the Hospital Fete. Cllr Bellhouse and Markwell have offered to transport these along with the Gazebo if permitted. Members re-iterated how busy this Fete is and how vigilant the volunteers will need to be on the day.

24139

Friends of the Spinney, Community Clerk

Cllr Spencer requested members to assist with the annual tidy of the Willow Pond on 8th September and the Spinney on 15th September. Posters will be produced and circulated to members and placed into the noticeboards.

ACTION – Community Clerk to produce posters for Willow Pond on 8th September and the Spinney on 15th September. Posters will be circulated to Council.

24140

Reminders.

- a) Community Action Meeting Tuesday September 17th, 6.30pm
- b) No Tea and Coffee in August. September 16th 2-4pm
- c) Litter Pick July 21st, Bersted Park

24050

Correspondence

- a) Southway and Bartons Schools – Thank you emails for Fresh Food for Families donation.
- b) Mrs Edwards has telephoned to advise she had set up a Bacs payment donation for Fresh Food for Families. Community Clerk sent Mrs Edwards a copy of the Poems the Children wrote for the D-Day Service held at Jubilee Hall.
- c) Christmas Choir – Local Schools have been invited to T&C December 9th. Bersted Green and Bartons Schools have responded that they would like to attend.
- d) Celebration of Songs of Praise & Afternoon Tea at Holy Cross Church, Saturday 14th September to celebrate the completion of the building works on the front entrance of the Church.

24051

Urgent Matters: None.

There being no further business the Chairman closed the meeting at 19.25

Signed

Committee Chairman Date