

**MINUTES OF THE COMMUNITY ACTION COMMITTEE OF BERSTED PARISH
COUNCIL HELD AT 18.30 ON TUESDAY 19TH NOVEMBER 2024
AT BERSTED JUBILEE HALL, CHALCRAFT LANE.**

Present: **Councillors:** (Committee Chair), M. Lury, (Committee Vice Chair) W. Kapp,
B. Bellhouse, G. Markwell, P. Woodall.
Clerk in attendance: June Milson (Community Clerk),
Community Representatives:
Steve Hearn. Rev. Jo King.
Member of the Public. 0

24281 **Apologies for Absence.**
Cllr J. Spencer, Cllr G. Yeates.

24282 **Declarations of Interest.**
Members were reminded that should interests arise during the meeting, they
should be declared at this time.

Public Session- None.

24283 **Minutes of the Meeting 17th September 2024.**
RESOLVED that the Minutes of the Meeting 17th September 2024, having
been circulated in advance, be taken as read and signed by the Chairman as a
true record.

24284 **Matters Arising from the Minutes-**None.

24285 **Community Reports:**
Steve Hearn – Final Craft Fayre was held in October and both halls were full
of stall holders. Parking was problematic on the day because of football
matches taking place. The Community Clerk explained that the Deputy Clerk
had emailed the teams to advise of the Craft Fayre and asked that they
consider parking elsewhere. The Council are also considering increasing
parking in the future. The Community Clerk will enquire with the Clerk/RFO
and Deputy Clerk if there should be a clash of events next year, perhaps the
gate to the field could be opened for the football matches. Steve advised how
grateful he and Michelle are for the support given from Bersted Parish
Council (BPC).

Herbie Griffin – Absent.

Rev. Jo King – Children’s Carol Service will be held at Bersted Green on the
Sunday before Christmas Eve. Christmas Tree Festival at The Holy Cross
Church 6th – 8th December, including lights switch on Christmas Trees outside
Holy Cross Church, Carol Singing, Christmas Stalls, Christingle Service. There
would be room for BPC to hold a Tombola Stall. Cllr Kapp will confirm with
Rev. Jo King if BPC will be attending.

ACTION – Cllr Kapp to confirm with Rev. Jo King if BPC will be holding a
Tombola Stall on 7th December 2024.

Jacqui Herrington FSW – Absent.

24286

CC 36 24/25 Budget Update from Community Clerk.

- a) To consider and approve Fresh Food for Families' Scheme donation for December.

A discussion was held around considering increasing the Fresh Food for Families' Scheme donation to the schools for the month of December. The Community Clerk had obtained e-mails from the schools to enquire how the scheme was working for them and how they applied the donation. These were read out by Cllr Lury. Cllr Markwell enquired if we knew how great the need was in each school. It was agreed that Cllr Markwell would then contact Bartons School, Cllr Bellhouse Bersted Green and Cllr Lury Southway to make further enquiries into the Fresh Food for Families' Scheme and how great the need is within each School. Each Cllr would then report back to the next Community Action Meeting in January 2025.

RESOLVED to approve donation to Fresh Food for Families for December End of Term the amounts of £300 to Bersted Green School, £300 to Southway School and £125 to Bartons School.

ACTION The Community Clerk to arrange payment with the Clerk/RFO to be made to the schools.

ACTION Cllrs Markwell, Bellhouse and Lury to contact the above schools to discuss the Fresh Food for Families Scheme and prepare a report for the next Community Action Meeting in January 2025.

- b) Review of Fresh Food for Families – Rev. Jo King. This was discussed within item (a).

Rev Jo King joined the meeting at 7pm and gave her Community Report included in 24285.

- c) To consider and approve moving surplus funds of £849.47 from CC34 into CC36. The Community Clerk referred the members to the Budget Sheet circulated prior to the meeting and suggested consideration be given to moving the surplus fund of £849.47 into CC36 making CC34 a balance of 0 for the remainder of the Financial Year 2024/25.

RESOLVED TO APPROVE Moving surplus funds of £849.47 from CC34 into CC36.

ACTION The Community Clerk to arrange transfer of the above funds with Clerk/RFO.

- d) To consider and approve sponsoring a Christmas Tree for Holy Cross Christmas Tree Festival.

A discussion was held around the sponsoring and decorating of the Christmas Trees. Due to timings, members agreed to pay Holy Cross Church £105 towards the sponsoring of Christmas Trees. Rev. Jo King would then allocate one of these trees to a group who cannot afford to sponsor a tree themselves for decorating.

RESOLVED TO APPROVE to sponsor Christmas Trees through Holy Cross Church at a cost of £105.

ACTION The Community Clerk to arrange payment with Clerk/REO.

24287

Poppies on Lamp posts – Locations update from The Community Clerk.

The Community Clerk advised that the Poppies had been a great success and advised that they had been kept for next year. She also suggested that more should be ordered next year to make a bigger impact throughout the Parish.

24288

CC34 Playscheme – The Community Clerk.

a) Feedback and Postcode information.

The Community Clerk referred members to the information circulated prior to the meeting. Members agreed this was useful information. Cllr Markwell suggested producing a Heat-Map to use with the postcodes to give a clearer picture of the areas attending. This information could also be used to within BPC for example, to ensure our quarterly magazine is reaching the correct areas.

ACTION – The Community Clerk to liaise with Cllr Markwell who has knowledge of using Heat-Maps to produce the above information.

b) Budget 2025/26 CC34

The Community Clerk advised that the 2025/26 Budget has been agreed of £3,700.

c) 2025 Dates, Locations and Costs.

The Community Clerk advised she has confirmed with Freedom Leisure the dates for the Playscheme 2025. 5 Weeks, week commencing 21st July through to week commencing 18th August. Thursdays at Bersted Hub and Fridays at Jubilee Hall. The cost has increased from £160 per session to £180 per session.

24289

St Wilfrid’s Hospice Bake a Difference – Update from The Community Clerk.

The Community Clerk read out an email from Ashleigh Freshville to advise how they deal with home baked items for sale. They request a name of who baked the item, list of all ingredients listed clearly and attached to the baked goods. Rev. Jo King advised that Holy Cross Church have held similar events, and it is made very clear that the items are home baked. Cllr Bellhouse suggested perhaps a statement should be produced stating this. A discussion was held around whether the Tea and Coffee Club would be suitable to hold this event. Cllr Lury agreed to put the idea to the next Tea and Coffee Club in December to get their feedback.

ACTION – Cllr. Lury to bring the idea to the attention of the Tea and Coffee Club in December and feed back to next Community Action Meeting in January 2025.

24290

Trees’ Estate – Update from Cllr Lury.

Cllr Lury advised that a meeting had been arranged with CEO Dawn Hudd of Arun District Council to attend an hour’s walk about of the Trees’ Estate. Cllr Lury will feedback to the Committee in January 2025.

ACTION – Cllr Lury to feedback to Community Action Meeting in January 2025 following the meeting with CEO Dawn Hudd, Arun District Council.

24291

Reminders.

a) Christmas Tree Festival 6th-8th December 2024.

b) Tea and Coffee Club December 9th 1.30-4pm.

c) Community Action Meeting Tuesday 21st January 2025 at 6.30pm.

24292

Correspondence

Bersted Hub – Update from The Community Clerk

Thank you from Bersted Green School

24293

Urgent Matters: None.

There being no further business the Chairman closed the meeting at 19.30

Signed

Committee Chairman Date