

**MINUTES OF THE COMMUNITY ACTION COMMITTEE OF BERSTED PARISH
COUNCIL HELD AT 19.00 ON TUESDAY 18TH MARCH 2025
AT BERSTED JUBILEE HALL, CHALCRAFT LANE.**

- Present:** **Councillors:** W. Kapp, (Committee Vice Chair)
 B. Bellhouse, G. Markwell, P. Woodall, J. Spencer,
 Clerk in attendance: June Milson (Community Clerk).
 Community Representatives:
 Rev. Jo King, Herbie Griffin, Jacqui Herrington, John Childs.
 Members of the Public. 0
- 24409** **Apologies for Absence.** Cllrs Lury, Ralph, Yeates and Community Representative Steve Hearn.
- 24410** **Declarations of Interest.**
Members were reminded that should interests arise during the meeting, they should be declared at this time.
- 24411** **Public Session-** None.
- 24412** **Minutes of the Meeting 21st January 2025.**
RESOLVED that the Minutes of the Meeting 21st January 2025, having been circulated in advance, be taken as read and signed by the Committee Vice Chair, W. Kapp as a true record.
- 24413** **Matters Arising from the Minutes -** None.
- 24414** **Community Reports:**
Steve Hearn – Apologies
Herbie Griffin – Four Matches have been booked for this year. 9 people are on the waiting list to join Carpet Bowls, and they are hoping to arrange another session to accommodate the waiting list.
Rev. Jo King – Very busy preparing for Easter in April. Arrangements for V E Day. A musical event is being planned for the Summer. Holy Cross Day is on September 14th and plans are being made to include a musical event for children to have opportunities to play instruments that they may not have access to. A cream tea is also planned.
Jacqui Herrington FSW – Very hectic at FSW St Wilfred’s Church with 51 Families attending. During this time a food hub, clothes and household items are available. Activities for the children and crosswords for the adults. Signposting to relevant organisations and an opportunity to socialise.
- 24415** **Fresh Food for Families – Action from Minute 24286 (a)** Cllr Bellhouse reported a very useful and concerning visit with the Head of Bersted Green Primary School. Out of this meeting several items came to light that Cllr

Bellhouse requested the Community Action Committee to consider assisting with.

- **Food Waste Bin.** Due to new School Regulations food waste cannot be put into general purpose waste. They have approached WSCC for support, but nothing has come of this. Cllr Bellhouse has researched a 25L bin would cost approximately £10, would the committee consider purchasing this?

A discussion was held around this suggestion. Rev Jo King advised that this could be picked up by Bognor and Bersted Charities Committee which she sits on and she will take this forward.

ACTION – Rev Jo King to take this request to Bognor and Bersted Charities Committee and report back.

- **Toothbrushes & Toothpaste.** Oral Health is a large concern due to poor diet, and lack of knowledge amongst some children. Consideration of help to be provided with the next approved donation to the School for Fresh Food for Families. Cllr Greenway has provided toothbrushes and toothpaste from his own finances to assist in the interim. He will also arrange a meeting with the Children and Family Centre adjacent to the school around the long-term support/collaborative working. Cllr Bellhouse will research finding a group/person who goes into schools to educate on oral hygiene.

ACTION – Cllr Greenway to arrange a meeting with the Children and Family Centre and report back to Cllr Bellhouse. Cllr Bellhouse to research finding a group/person who goes into schools to educate on oral hygiene.

- **School Outings/Trips.** The school will currently only go on trips/outings where they have been donated free tickets and which are within walking distance as the cost of Coach Hire is too expensive, and many parents cannot contribute to the cost of the hire. Consideration to provide funding for year 6 outing. The Committee agreed to bring this back to the next meeting in May allowing time for Cllr Bellhouse to speak with the Head again to obtain costings to bring back to the meeting.

ACTION – To be brought back to the next meeting May 20th for consideration and approval.

Cllr Lury – Southway Primary School – No report.

24416 CC36 24/25 Budget – Update from the Community Clerk outlining the balance for the remaining Financial Year of 2024/25 previously circulated to members.

To approve amount for Fresh Food for Families Donations to Bersted Green Primary School, Southway Primary School and Bartons Primary School for April, Easter half - term.

A discussion was held around the amounts to be approved. Taking into consideration the report from Cllr Bellhouse, the Committee Approved £350 to Bersted Green Primary School, £250 to Southway Primary School and £125 to Bartons Primary School. The Community Clerk will arrange with the Clerk/RFO for payments to be made for the Easter Holidays.

RESOLVED TO APPROVE the following donations to Bersted Green Primary School, £350, Southway Primary School £250 and Bartons School £125 for April half – term Easter Holidays.

ACTION – The Community Clerk to arrange payment to the above schools with the Clerk/RFO.

24417 **Terms of Reference Annual Review** – A discussion was held around this, and it was decided and approved that an additional item should be added namely ‘Community and Charity Communications’

RESOLVED TO APPROVE additional item to be added to the Terms of Reference ‘Community and Charity Communications’.

ACTION – The Community Clerk to advise the Clerk/RFO of the addition to the Terms of Reference for 2025.

24418 **Budget Ideas for 25/26-** The Community Clerk advised that no correspondence had been received for future commitments, therefore the previous year’s commitments have been brought forward for discussion and approval. See Memo previously circulated to members and appended to the minutes. Attention was drawn to the Committee Members that to achieve all the commitments for the new financial year 2025/2026, donations would be required, as indicated on the 25/26 Budget Sheet previously circulated. The Community Clerk advised the Committee that she had approached Barrett, David Wison Homes (BDW) at the new development named Nursery Fields to request a donation towards Fresh Food for Families and the Play Scheme. This was followed by a meeting with Megan Hamlyn Marketing and Community Manager, Cllr Spencer and the Clerk/RFO for further discussion. The Community Clerk was pleased to report that a donation of £10,000 has been agreed from BDW to be spent on community projects only. Each commitment item was discussed and approved individually and will be updated on the 25/26 Budget Sheet. The Community Clerk to update the 25/25 Budget Sheet for the new financial year and append this to the minutes. Bersted in Bloom will be led by Cllrs Woodall and Bellhouse. VE Day to be held at Jubilee Hall and local schools are to be invited along for the raising of the flag and a few words said by our chairman. VJ 80 day falls within our Friday Playscheme on August 15th and it was agreed to incorporate this with the raising of a flag and having vintage army vehicles in attendance.

RESOLVED TO APPROVE commitments for the financial year 25/26.

ACTION – The Community Clerk to amend the 25/26 Budget Sheet and append this to the minutes. Purchase flags for VE and VJ day.

24419 **Community Awards** - The Community Clerk advised one nomination has been received for consideration by the committee. A discussion took place, and it was agreed to have one final push to get more nominations. Rev Jo King will contact the Regis School to enquire of suitable nominations. Cllr Markwell is aware of a pupil at Barton’s school worthy of a nomination for under 18-year-old category and will contact the Head. Herbie mentioned he knows of someone worthy of nominating and will make the information available to the Community Clerk. It was also agreed to re-advertise this making the closing date end of March with all nominations to be emailed out to the Committee for shortlisting.

RESOLVED TO extend the closing date to the end of March. Rev Jo King to contact the Regis School to enquire of suitable nominations. Cllr Markwell to contact the Head at Bartons School and Herbie to provide nomination details for a worthy candidate.

ACTION The Community Clerk to re-advertise with end of March as the closing date. Rev Jo King to contact the Regis School to enquire of suitable nominations. Cllr Markwell to contact the Head at Bartons School and Herbie to provide nomination details for a worthy candidate.

24420 Tombola Stall at Annual Parish Meeting May 16th 6pm. Tombola Stall at and/or Council Stand at Craft Fayre 7th June. A discussion as held around the proposals, and it was agreed and approved to hold a raffle at the Annual Parish Meeting on 16th May rather than a Tombola. Approved for a Tombola Stall and Council Stand could be held at the Craft Fayre on 7th June 2025. A request was sent to Steve Hearn during the meeting via text to request permission.

RESOLVED TO APPROVE a Raffle to be held at the Annual Parish Meeting on May 16th. A Tombola Stall and Council Stand to be held at the Craft Fayre on 7th June 2025.

24421 Spinney Clean up led by Cllr Spencer – to approve suggested date of Sunday 25th May 2pm and to request volunteers. Suggestions were put forward to contact Brownies/Guides and Scouts to encourage young people along to become involved. Approved working party date of Sunday 25th May 2pm. The Community Clerk to contact local Brownies/Guides and Scout Groups.

RESOLVED TO Approve Spinney Clean up on Sunday 25th May 2pm. The Community Clerk to contact local Brownies/Guides and Scout Groups.

ACTION The Community Clerk to contact local Brownies/Guides and Scout Groups to invite them along.

24422 Reminders.

Chairman's Reception Friday 4th April 7pm.

Tea & Coffee Club April 7th 2pm.

Litter Picking Saturday 26th April 11am Stroud Green. Saturday 17th May 11am Central Avenue.

Annual General Meeting (AGM) Tuesday 13th May 7pm.

Annual Parish Meeting (Electors' Meeting) Friday 16th May 6pm.

Community Action Meeting 20th May 7pm.

24423 Correspondence.

Thank you from Bersted Green and Southway Schools

Thank you, letter, posted to our regular donator for Fresh Food for Families.

The Community Clerk sent an email to Megan Hamlyn BDW Marketing & Community Manager to request a donation towards 2025 Playscheme and Fresh Food for Families

24424 Urgent Matters: None.

There being no further business the Chairman closed the meeting at 20.25

Signed

Committee Chairman Date

Subject to Ratification