



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Communications and Community Engagement Committee held on Wednesday 7th September 2022 at River Bourne Community Farm

Councillors present: Waller (Chair), Hayes, Jones

In attendance: Brain (Communications and Community Engagement Officer CCEO), Deane (Clerk)

MINUTES

The meeting commenced at 7.04pm.

CCE.22.030 Apologies

Apologies had been received from Councillor Barker

Resolved: to approve the apologies received

CCE.22.031 Declarations of Interest

There were no Declarations of Interest.

CCE.22.032 Approval of Minutes

Cllr Hayes noted that the minutes of 6th April meeting were due to be approved at this meeting but were not included on the agenda. This will be carried forward to the next meeting.

Resolved: to approve the minutes of the meeting held on 20th July 2022.

CCE.22.033 Child Protection and Safeguarding Policy

The CCEO reported that although comments had been received that the proposed policy was too long, evidence from other organisations supported a need to have a very detailed policy. The Chair requested that the Parish Councils role be made clear in the policy. Cllr Hayes requested that we attempt to standardise the format of policies in future. The CCEO and Clerk reported the intention to create 'guidance' documents to sit alongside policies, creating Staff and Councillor Handbooks. The Clerk reported that the Monitoring Officer had confirmed there was no requirement for Councillors to be DBS checked. The CCEO will update the policy taking into account the comments made and this will be presented to the October Full Council meeting for approval. **ACTION CCEO**

CCE.22.034 Communications Policy

The CCEO reported that similar work would be done on the Communications Policy for presentation at the October meeting also. **ACTION CCEO**

CCE.22.035 Community Events Update

The CCEO reported that the Old Sarum and Longhedge event had been postponed to Sunday 11th September but no councillors had volunteered to attend to date. The Country Park Open Day is planned for 25th September. The Clerk emailed councillors asking for volunteers to attend each event.

The Hampton Park Event was attended by the CCEO and Cllr Rigiani. The layout of the event was difficult but engagement on the Parish Council stall was still successful with many entries to the quiz and childrens craft activities. The CCEO reported on planned activities for the Country Park Open Day.

CCE.22.036 Love Your Parish Update

The CCEO will start working on articles for the newsletter based on the work of the Parish Council, such as speeding, litter, playgrounds etc..

Trees in Bishopdown and Old Sarum to be planted on Community Planting days.

The CCEO is working on proposals for the website going forward – costs and options to be presented at next meeting.

CCE.22.037 Officers Report

The Clerk reported that the CCEO will be working additional hours from November to cover staff maternity leave and will be taking on additional tasks as well as the CCEO function.

The schedule of future meeting was discussed. Two Councillors would prefer the first Tuesday of each month for future meetings starting in February 2023. The November meeting date was agreed due to councillor unavailability on the Tuesday.

The meeting closed at 8.36pm.

NEXT MEETING. The date of the next meeting of the Communications and Community Engagement Committee is on Thursday 3rd November 2022 at **7.30pm** (change of normal time) – Venue to be confirmed.