

Minutes of the meeting of the Communications Committee of Chelmsford Garden Community Council held on 1st February 2024 at 5.30pm at the Beaulieu Community Centre, 17 Centenary Way, Chelmsford, Essex

Present: **Councillors** Andrew Wright (Chair)
Melanie Williamson
Chloe Tron
Daniel Jeffreys
Kuldeep Golla
Cynthia Driver
Derek Drew-Smith
Executive Officer Suzanne Walker

No members of the public were present

24/CC.01: Apologies
Received from Councillors Wakeling and Alderman

24/CC.02: Declarations of Interest
None.

24/CC.03: To approve the minutes of the meeting of the Communications Committee held on 21st December 2023
The minutes of the meeting of the Communications Committee held on 21st December 2023 was approved by all Councillors and signed by the Chair.

24/CC.04 To consider arrangements for certain events
24/CC.04.01 To receive update on arrangements for the D Day event and in particular, arrangements for stewarding the event

There was considerable consideration of the arrangements and the following actions were agreed:

The content and formatting of the D Day history booklet was agreed and the Executive Officer will obtain quotes from local printers with a view to some hard copies being printed and there was mention of perhaps having a souvenir edition once the event has happened that could include some photographs of the event.

To look into the cost of commemorative products but it was noted that the suggested pin badge is too expensive to be considered as a purchase for the Council.

It was agreed to request the brass band to attend the event.

It was agreed to host the poetry competition with the winning entry being displayed at the Community Centre and being invited to the event to possibly read the poem. It continues to be difficult to communicate with the school and Councillors suggested that the Executive Officer may wish to contact the school governors. Also the school

could be asked if they wish to provide volunteers. Also to approach other local schools including New Hall and local Scouts.

In order to manage attendance it was agreed that free tickets should be issued to keep the numbers no more than 500 people and to enquire with Event Brite as to how that may be organised.

Regarding Parking to enquire with the Park and Ride and with the Bowls Club to see if they can assist. Only those involved in the event will be permitted to park in the Channels car park.

It was agreed to accept the quotation of the Cliffords group for the Cherry picker and it was noted that the firm are also able to provide the wood and transport the marquee.

It was noted that the local Air Cadets are keen to attend the event and that the Executive Officer has been in liaison with Chelmsford City Council who may be able to assist with the event and there will be further communication next week. The Executive Officer is also meeting with the Chelmsford Civic Society again.

Regarding the event, it was suggested that a particular local lady who is involved in litter volunteering could be asked to present the tribute.

The purchase of other items was discussed and it was agreed that the Hi Viz should include the Council's logo.

It was suggested that local radio stations are alerted to cover the event.

Charities were discussed and the nomination of a charity will be on the next agenda to consider and agree.

To recommend an increase in the budget for the event to main Council to £3,000.00

24/CC.04.02 To review arrangements for the Councillor Drop in event

It was noted that some events have been better attended than others and it was agreed to continue with the event once a month up to the Council meeting in May when the arrangements can be reviewed again and to alternate between Channels Brasserie and the Community Centre with refreshments to be provided.

24/CC.04.03 To consider arrangements for the Annual Parish Assembly in May 2024

It was **agreed** to host the event as an opportunity for Community Groups to attend and promote themselves as well as reporting on their activities and thus the main hall would be needed. Also, refreshments to be provided. Upon discussing the issue in more detail it was agreed that there would be insufficient time to hold the meeting prior to a normal Council meeting and that the current suggestion to host it in May is not feasible. As legislation allows the meeting to take place from 1st March to the end of May it was **agreed** to find a date in April to host the event.

24/CC.05 To consider arrangements for the youth survey and to make recommendations to Council accordingly.

The draft questions were considered and agreed. The platform for the survey was discussed but it was agreed to leave this for the new employee to fully research and make a recommendation.

Meeting concluded at 18.43pm