

system and once the protocol has been finalised, training can be provided to other Councillors.

23/CC.24 To consider issue of the use of newsletters

The Executive Officer had arranged an online session to discuss the needs for a newsletter. As only Councillor Wright had logged on it was considered that there is no current demand from Councillors for a newsletter from this Council and it was therefore **agreed** not to produce a hard copy newsletter or magazine but that articles will continue to be provided to two local publications one of which is published monthly and the other quarterly. Contributions will also be made to the new Land Trust circular.

23/CC.25: To receive update and discuss Council engagement events

23/CC.25.1 To consider ongoing Coffee with Councillor events

The Executive Officer was asked to arrange set dates over the coming months and put together a rota at this stage for Councillors so that these forums can be actively promoted including putting promotional posters on the seats at Council meetings. Regarding venues, the costs of the Community Centre and Belsteads Coffee shop were noted and it was agreed to approach other local venues. Councillor Jeffries will speak to New Hall school and Suzanne will speak to the Beaulieu school plus Morrisons and Costa Coffee. To aim to set the meetings for Wednesday or Thursday evenings.

23/CC.25.2 To receive update regarding planning for D-Day event

Suzanne updated the meeting on the work she has carried out since the working group meeting for the event and that she will be meeting with the Chelmsford Civic Society soon. Councillor Jeffries will accompany her to the meeting. Other fish and chip shops were suggested to get quotes for food. It was agreed to partner with a charity in relation to any raffle. Also to check with the pageant master regarding licencing for any music. A PA system may not be needed as one may be available from a local Community group. The draft risk assessment and safety plan were then considered and it was agreed to arrange for a cherry picker to be used to set up and light the beacon and to see if parking can be made available at the Park and Ride site. It was noted that there needs to be careful consideration of numbers who may attend to make sure that there are sufficient stewards. Any items that will be at a cost will be presented to a future Council meeting for approval. A further working group meeting will be arranged.

It was requested that the issue of a brochure to promote the Council is put on the next Communication Committee agenda.

Meeting concluded at 6.30pm