

An **ORDINARY** meeting of **COMMUNITY ENGAGEMENT COMMITTEE** was held on
Monday 13th 2023 at 7.30pm in the Pavilion, Englefield Road, and was attended by the following:

Chair: Cllr Fenwick

Parish Councillors: Cllr Gallop & Cllr Hopcroft

In Attendance: 0 members of the public

Minutes: Di Hughes – Operations Manager/Clerk

MINUTES

Agenda Item	Minute	Action Agreed	Vote (if required)
1.	<u>APOLOGIES</u> Apologies were received from Cllr Clifford, Cllr Cox, Cllr Paul & Cllr Coker – all for personal reasons.	-	-
2.	<u>DECLARATIONS OF INTEREST & DISPENSATIONS</u> None.	-	-
3.	<u>OPEN MEETING</u> No members of the public present.	-	-
4.	<u>MINUTES OF THE PREVIOUS MEETING</u> It was agreed that the minutes of the Ordinary Community Engagement Committee meeting held on 08.02.2023 be approved as a true and accurate record of the meeting and be signed by the Chair.	-	Proposed: ZF Seconded: RG All in favour
5.	<u>COMMUNITY ENGAGEMENT STRATEGY</u> It was agreed that this matter should be deferred until after the Parish Elections planned to take place on the 4 th May.	Clerk to add this item to the next agenda.	Proposed: ZF Seconded: RG All in favour
6.	<u>ANNUAL PARISH MEETING</u> Following the resolution from the meeting held in February 2023: <i>It was resolved to bring the date of the Annual Parish Meeting forward to 24th April 2023 and the format to be amended to shorten the format to be revised with a short formal meeting and inclusion of a community fair with local groups invited to participate.</i> It was agreed that stakeholders/community groups (West Berks Council, Thames Valley Police, Berkshire Fire & Rescue, Holy Trinity Church, Theale Primary School, Theale Green School, Theale Library, St Johns Ambulance, local Food Bank and all who were awarded a grant in 2022/2020) are invited and asked to:	Clerk to source a venue and contact stakeholders and community leaders.	Proposed: ZF Seconded: RG All in favour

	<ul style="list-style-type: none"> ✓ Write and submit a short report in advance (no more than two side of A4). ✓ Provide a representative to be asked to give a short presentation (no more than three minutes) ✓ Set up a stall like a community fair with information for the community to view with a representative they can chat to. <p>It was agreed to try and source a large local community venue. Both Theale Green School and Theale Primary School were suggested.</p> <p>The agreed timings and format for this meeting:</p> <p>6.00pm – Theale Parish Council staff arrive and open up</p> <p>6.30pm – Stakeholders arrive and set up stalls</p> <p>7.00pm – Venue open for public, free tea and coffee provided</p> <p>7.30pm – Cllr Clifford to Chair the formal proceedings. Short presentations given, members of the public are then encouraged to visit stalls and chat with community representatives on matters of interest and collect copies of written reports.</p>		
7.	<p><u>PLAY PARK/MUSA OFFICIAL OPENING</u></p> <p>The Clerk gave an update on this event.</p> <p>Plans are well underway for this event which will take place on Sunday 16th April from 2.00pm on the Recreation Ground. This event is a joint venture between Theale Parish Council and Proludic.</p> <p>The event will be held similar to a community fair with lots of stalls and free activities for the community to engage in that encourage everyone to be more active.</p> <p>An official ribbon will be cut and local press and media invited to attend.</p> <p>Anyone (individuals or groups) offering activities in the local community will be invited to have a stall free of charge but asked to offer an activity that the community can participate in free of charge.</p> <p>Easter Egg Hunt/Treasure Hunt to be planned in the new play park area for the Under 8's.</p>	<p>Clerk liaising with Proludic on this event.</p> <p>Clerk to write press release/call to action. Clerk & Cllr Fenwick to produce and circulate marketing and promotional materials.</p> <p>Theale Parish staff to contact all community groups and invite them to attend.</p>	<p>Proposed: IH Seconded: ZF All in favour</p>

8.	<p><u>KING CHARLES III CORONATION</u> Cllr Fenwick gave an update on this event.</p> <p>This event will take place on Sunday 7th May from midday on the Recreation Ground.</p> <p>Theale Parish Council to sign up for the national “Big Lunch” but our event will be called a “Community Picnic” on all marketing and promotional material.</p> <p>The Community are encouraged to bring their own lunch and outdoor games in hope that this will create a relaxed, fun, informal environment and that resident will want to engage/participate in with familiar family games without the need to formally structure activities.</p> <p>The Peter Gooch Room to be opened up for access to toilets and running water.</p> <p>The Cricket Club have already been given this as an exception date.</p> <p>Suggestion to ask the local Scouts if they are taking part in the “Big Help Out” on Monday 8th May and if so would they consider litter picking the Recreation Ground https://www.scouts.org.uk/national-events/coronation/the-big-help-out/</p>	<p>Cllr Fenwick has offered to do the marketing and promotional material for this event.</p> <p>Clerk to advise/invite the ice cream man to attend this event.</p> <p>Clerk to be onsite to open up facilities for this event.</p> <p>Cllr Fenwick to contact the Scouts.</p>	<p>Proposed: IH Seconded: RG All in favour</p>
9.	<p><u>VILLAGE FETE 2023</u> Cllr Fenwick gave an update on this event.</p> <p>Two more marquee companies have been contacted and ask to quote for this event.</p> <p>The Main Sponsor will be Theale Eyecare & Hearcare.</p> <p>A grant application will be submitted to The Good Exchange for this event.</p> <p>We already have already had many raffle prizes donated. Other members of the committee offered to assist with sourcing prizes.</p> <p>Cllr Fenwick suggested the Music Host (who is confirmed) be added to the preferred suppliers list in the future as this is a bespoke service and not offered widely.</p> <p>The Fun Fair who attended the Christmas Fair has requested to attend this event.</p> <p>It was agreed that the following competitions would feature this year: Jam, Craft, Cakes, Chutney & Photography.</p> <p>The event marketing will be done by Cllr Fenwick and will be promoted on the Theale Parish Council website and Facebook</p>	<p>Cllr Fenwick to share the raffle prizes letter template with other members.</p> <p>Cllr Fenwick to meet with Fun Fair representative.</p> <p>Clerk to source the vinyl banner.</p> <p>Clerk to investigate cost of printing an A5 flyer and programmes to see if cheaper than being done by the Theale Parish Council Office.</p>	<p>Proposed: RG Seconded: IH All in favour</p>

	<p>page. A large vainly banner is to be purchased and displayed. A double sided A5 flyer to be created and hand delivered to each property in the village.</p>		
10.	<p><u>THEALE IN BLOOM COMPETITION</u></p> <p>Cllr Hopcroft proposed a Theale in Bloom competition to take place in June or July 2023.</p> <p>His suggestion is that for the first year this is more of a fun event to see how many residents and business/organisations engage, with possible expansion and for it to be more official in future years.</p> <p>He suggests the following categories:</p> <p style="padding-left: 40px;">Best Garden Best Window Box or Hanging Basket Tallest Sunflower</p> <p>He suggests electronic entry forms, guidelines and judging criteria made available via Theale Parish Council website with paper copies available from the library and perhaps one of the High Street retailers.</p> <p>Judging to take place on the 15th or 16th July 2023.</p> <p>It was agreed that this competition was a good idea and that this event be proposed to all Councillors at the Full Council meeting in April.</p> <p>Other ideas that were then suggested and discussed were:</p> <p style="padding-left: 40px;">Category – Best Vegetable Garden</p> <p style="padding-left: 40px;">A trail or map that people can download or collect showing all entrants.</p> <p style="padding-left: 40px;">The Council to create a display promoting the event in the large flowerpot outside the Co-op.</p> <p>Cllr Hopcroft though these were all good ideas but given the time frames involved, the elections looming and other events planned between now and July that we should start off small and look to expand or build on this in the future.</p>	<p>This matter to be considered at the April meeting.</p>	<p>Proposed: IH Seconded: ZF All in favour</p>
11.	<p><u>DATE OF NEXT MEETING</u></p> <p>Thursday 20th April from 7.30pm</p>	-	<p>Proposed: ZF Seconded: RG All in favour</p>

The meeting closed at 8.45pm.

Chair: Date:

DRAFT