



Odiham
Parish Council

The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

**MEMBERS OF ODIHAM PARISH COUNCIL COMMUNITY COMMITTEE ARE SUMMONED TO
ATTEND THE COMMUNITY COMMITTEE MEETING
WHICH WILL BE HELD IN THE PARISH ROOM, THE BURY, ODIHAM
ON TUESDAY 11th FEBRUARY 2020 FOLLOWING THE CONCLUSION OF THE FULL COUNCIL
AND AMENITY AREAS MEETINGS COMMENCING AT 7:30PM
MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND**

5th February 2020

Andrea Mann Parish Clerk

| <u>Agenda Number</u> | <u>Agenda Item</u> | <u>Page Number</u> |
|--------------------------|---|------------------------|
| CC67/19 | To receive and accept apologies for absence. | |
| CC68/19 | To receive declarations of interests and requests for dispensation relating to any item on the agenda. | |
| CC69/19 | Public Session An opportunity for residents to raise questions and issues with the Parish in accordance with Standing Orders. Please view details at http://www.odiham.org.uk/your-council/policies/ or contact the Parish Office for further advice. | |
| CC70/19 | Approval of Minutes To APPROVE the following minutes: 10 December – CC50/19 – CC60/19 | |
| CC71/19 | To consider Matters Arising from the Minutes not elsewhere on the Agenda and to review the Action Points list (attached) | 2 |
| CC72/19 | VE Day To receive a verbal update from the VE Day co-ordination meeting held on 20 th January. | |
| CC73/19 | Annual Parish Assembly – 28th April 2020 To consider the recommendations in the Parish Clerk's report. | 3 |
| CC74/19 | Spring 2020 Newsletter To consider the recommendations in the Parish Clerk's report. | 4 |
| CC75/19 | The Great British Spring Clean To consider a suggestion to take part in The Great British Spring Clean, as per the Parish Clerk's report. | 5 |
| CC76/19 | To note the date of the next meeting Tuesday 10 th March 2020 following the full Council meeting. | |

| Community Committee | | | | |
|----------------------------|----------------------|------------------------|--|-----------------|
| Date of meeting | Agenda ref no | Cllr to action | Details | Status |
| | | | | |
| Oct-19 | 42/19 | AM, AO | Finalise copy for newsletter with agreed information | Complete |
| | 43/19 | AM, Locum Clerk | Investigate issue with OPC Facebook | Complete |
| | 43/19 | All | Agree Facebook posts by email | Ongoing |
| | 44/19 | AM | Contact Lions re arrangements for Tree of Light | Complete |
| | 44/19 | KB | Explore quotation to erect Christmas tree | Complete |
| | 45/19 | Office | Draft ToRs for VE Day working party | Complete |
| | 47/19 | KB, MK | Find more details for RAF Christmas cards/vouchers and report back | Complete |
| | 48/19 | AM | Speak to Guide leader re involvement in Parliament Week | |
| | | | | |
| Nov-19 | 42/19 | Office | Research alternative methods of delivering newsletter | Underway |
| | 57/19 | DS | Contact Three Castles Ultra Marathon organisers to find out more about th event | |
| | 58/19 | Office | Establish grant budget to establish affordability of gift vouchers | Complete |
| | 58/19 | Office/AM | Purchase cards and gift cards for RAF Odiham families | Complete |
| | | | | |
| Dec-19 | 66/19 | All | Agree VE Day budget for 2020/21 | Complete |
| | | Clerk | Confirm band booking for VE Day | Complete |

REPORT ON: Annual Parish Assembly (APA)

WRITTEN BY: Andrea Mann, Parish Clerk

MEETING DATE: 11th February 2020

AGENDA ITEM: CC73/19

Introduction

The Local Government Act sets out rules surrounding APAs which, for Odiham, requires an annual meeting for local government electors, where the Parish Council Chairman must preside. The Parish Council convenes the meeting and the minimum notice period is 7 days.

The 2020 Annual Parish Assembly is scheduled to take place on Tuesday 28th April at 7.30pm.

The agenda should include topics of local, current and relevant interest to the Odiham & North Warnborough community. It provides an opportunity for OPC to update electors on its work but the meeting should not be treated as a Parish Council AGM.

The 2019 agenda included:

- i) Apologies for absence
- ii) Chairman's welcome
- iii) Signing of the minutes of the meeting held on Tuesday 1 May 2018
- iv) Presentations:
 - a. Group Captain Lee Turner, Station Commander RAF Odiham
 - b. Update on local crime.
- v) Committee highlights of the year
- vi) Question time
- vii) Chairman to close the meeting

Budget code 64 provides for venue hire.

Recommendations

Members are asked to agree:

- i) The preferred venue. Suggestions are below but further recommendations are welcomed:
Robert Mays School, Blue Room
The Cross Barn
The Vine Church (The Old School)
- ii) Preferred guest speakers and agenda items.
- iii) Recommended agendas items relating to OPC's business:
 - 2019 Highlights
 - 2019-23 Strategic Plan & the year ahead
 - Neighbourhood Plan Update from the Monitoring Group

REPORT ON: Spring 2020 Newsletter
WRITTEN BY: Andrea Mann, Parish Clerk
MEETING DATE: 11th February 2020
AGENDA ITEM: CC74/19

Introduction

OPC produces two newsletters a year - an Autumn edition in October to advertise Spooktacula and a Spring edition in April, in time to advertise the Annual Parish Assembly and Community Awards.

Staff produce the newsletter using a compilation of articles from Councillors and the Clerk then sent to the Community Committee for proof reading.

Once the final edition is complete, it is sent to an external printers for printing – historically the newsletter comprised of 8 pages (2 x A3 folded) but the Autumn 2019 edition comprised of only 4 (1 x A3 folded) and printed on matt paper.

Before Autumn 2019, the newsletter was printed and posted by the same company but in October 2019 it was printed separately then distributed via a commercial delivery company saving over £1,300. However, OPC received reports that some households did not receive a copy. This was monitored but the exact number of missed properties is unknown.

Budget

PR & Newsletter budget (code 65):

| | |
|----------------|---|
| 2019/20 budget | £4,600.00 |
| Expenditure | <u>£2,578.96</u> (Spring 2019 = £1,966.15, Autumn 2019 = £612.81) |
| Balance | £2,021.04 |
| 2020/21 budget | £4,000.00 |

Recommendations

In order to take advantage of the opportunity to advertise the APA and Community Awards, the following timeline and actions are proposed for the production of the Spring 2020 edition:

- i) Articles to be provided to office by 6th March.
- ii) Draft to be emailed to Community Committee members for comment on 20th March.
- iii) Community Committee members to return comments by 27th March.
- iv) Final version to be sent to the printers on 31st March.
- v) Copies to be distributed to the community by 21st April, one week before the APA.
- vi) Repeat the Autumn 2019 printing and distribution process, whereby printing and distribution is separated.
- vii) Research alternative distribution methods within available budget.
- viii) Utilise the remaining 2019/2 budget to cover costs.

Subject to approval of the above, the contents of the newsletter will be communicated by email. Please can all Councillors send their suggestions to admin@odiham.org.uk.

REPORT ON: The Great British Spring Clean

WRITTEN BY: Andrea Mann, Parish Clerk

MEETING DATE: 11th February 2020

AGENDA ITEM: CC75/19

Introduction

OPC has received suggestions that OPC should take part in the Keep Britain Tidy initiative, The Great British Spring Clean, which is taking place from 20th March to 13th April:



<https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean>

Many local Councils throughout the UK take part in this annual event by organising events in their area. This is a really fun, healthy and sociable way for local communities to work together to tidy up their communities.

Having organised similar events before, I confirm that the resources required to organise such an event are minimal:

- Equipment – black sacs, gloves and litter pickers (OPC already owns some litter pickers and they can be purchased for as little as £2 each).
- Waste disposal – this could be arranged with Hart DC.
- Publicity
- Risk assessment & insurance
- Identifying and co-ordinating high priority areas

For decision

- i) To consider whether OPC should organise an event in Odiham & North Warnborough (proposed dates: Saturday 21st or 28th March).
- ii) Subject to the decision of i), to agree a budget of £150 from budget code 68 (Promotion of the Village).