

# Bradwell Parish Council



18<sup>TH</sup> Jan 2022

A meeting of the Public Relations and Publicity Committee at 7.00pm  
This meeting was held at The Leo Coles Pavilion

**PRESENT:** Cllrs Hamilton (Chairman), Candon, Howe (Vice), Steggles, Kitchen, Watson, Hamilton

**IN ATTENDANCE:** Parish Clerk, SPhilpot

**2201-PR126) APOLOGIES FOR ABSENCE:** Cllrs Goodchild, Sargeant

**2201-PR127) To consider a motion to suspend the meeting to allow members of the public to inform the meeting**

None present

**2201-PR128) To receive declarations of Interest**

Cllr Hamilton – Trustee of Bradwell library and Committee member of the Old School Village Centre

Cllr Steggles – Member of the Bowls Club

Cllr Kitchen – Chairman of 1<sup>st</sup> Bradwell Scouts

**2201-PR129) Minutes of Last Meeting**

For information only; minutes of 14<sup>th</sup> September 21 were approved at the Parish Council meeting of 20<sup>th</sup> December 2021.

**2201-PR130) Clerk's Report**

To receive a report from the Parish Clerk outlining actions taken following the meeting held on 14<sup>th</sup> September 2021 (circulated with this agenda), and other relevant information.

- 1) The Bradwellian is shortly to be delivered to all Bradwell Households and in this edition, there will be included a paragraph to investigate the appetite of the residents to receive the Bradwellian by Email. This is the initial step to potentially moving away from Paper to a more environmentally friendly option of engaging with the residents.  
This is the initial step and can be progressed depending on the reaction in this month's Bradwellian. It is very important that if the Parish Council progresses with an electronic Bradwellian the retention of any personal data, including email addresses, for this purpose must have consent of the individual under the Data Protection Act 2018 (GDPR)
- 2) On the 22<sup>nd</sup> December, the Police held a pop-up engagement event. However, this was poorly attended, as it was posted two days before onto the Police Facebook page. It is clear that these events could be very constructive and engaging, but does need assistance from the Parish Council to increase attendance of these "Walk in" events.
- 3) The Clerk holds the information of the protocol for Operation London Bridge.

**Action: Clerk to circulate protocol for Operation London Bridge to Councillors**

- 4) The Policies and procedures committee formed on 30<sup>th</sup> December starting with Draft Co-option policy and Draft Policies and Procedures

**2201 – PR131) Committee Budget: To receive latest finances for this committee (Appendix 1)**

## **2201 – PR132) Items for consideration and resolution**

- a) **Facebook Account** – Must apply to the Social Media Policy approved by the Parish Council on 4<sup>th</sup> May 2021. Resolution is it the right time for Bradwell Parish Council to have its own Facebook page? If so, how will account be setup and operated?

A discussion was had regarding the use of Facebook and the creation of a Bradwell Parish Council page. Cllr Hamilton stated that, as a former teacher, and NASUWT representative it was recommended by the National Association that they did not use social media, because individuals may take seemly innocent information and comments out of context and as such cause mischief, he urged caution. Cllr Kitchen stated the current situation is that teachers are allowed to have their own social media presence.

To consider a Facebook page for Bradwell PC a number of suggestions were made:

- Make the Bradwellian available via a link on a page
- Admin will be required to run it and all posts must be approved.
- Lock down and approve individual posts, not open to comments.
- At this stage, the admin of the page may be too much for Clerk.
- The front page is another notice board.
- Include community groups on the Bradwell page. Include community groups on the Bradwell page e.g. Link to Scouts etc
- What to use it for
- Page to be passive, not to engage in conversation that is, Message to go out – community based.
- Cllr Kitchen was nominated to create a page and not publish. This will be put on projector for the next meeting
- The Clerk will provide support to Cllr Kitchen, dependant on workload

It was resolved “To create a limited offline edition of a Facebook page for discussion and restrict Social Media presence to Facebook alone until further notice.”

**Proposed by Cllr Hamilton, seconded by Cllr Watson (vote was unanimous)**

### **b) Bradwellian Issue number 47.**

Cllr Hamilton stated the cost of printing this edition of the Bradwellian is likely to be less than the last edition as it is a 24 page edition whereas the last was 28 pages. Due to the new builds in the Bradwell area, the expected distribution of the next edition is likely to be 6,000 + probably an extra 150. However, this will need to be checked against the size of the last order amount.

Cllr Watson initiated a discussion as to the two issue dates of issue for the Bradwellian, which historically had been March and October prior to the pandemic. Cllr Hamilton apologised for the delay in producing the Bradwellian, which had been disrupted by the resignation of some key councillors, which in turn had given him a lot more work. Cllr Hamilton said a budget of £2,568 existed for the magazine’s publication and that the possible revenue from advertisements in the Bradwellian could help by offsetting this by a further £400 to £450.

Cllr Hamilton stated there will be a waste collection on 26<sup>th</sup> March 2022 and that he was in conversation with Phil Turner who in turn had sent a confirmation email via Isaac Postle-Knowles about this. As he understood it there would be two vehicles one for rubbish the other for garden waste plus a skip for bulky metal objects. He was also led to believe that home collections for up to sixty Parishioners who were housebound or had mobility issues would also be accommodated.

The target date for the next edition for the Bradwellian was agreed as September 18<sup>th</sup> however it was felt that some rationalisation of articles received may be necessary.

Cllr Candon added the following:

- Cllr Candon will send an updated Chairman’s statement to Cllr Hamilton

- Millwood Surgery are likely to include an advertisement in next edition of the Bradwellian

**Bradwellian Issue number 47. For review and approval to go to print.**

- i) The two page Mill Lane Community Centre article provided had non generic names and telephone numbers of individuals, but no reassurance could be given that written consent to their use had been given, so the article has since been amended.
- ii) The Cllr Candon passed his thanks to Cllr Hamilton recognising the amount of work that had been done. Cllr Hamilton stated that his workload had increased significantly because some Cllrs/volunteers had stepped away.

It was agreed to include, in this edition of the Bradwellian, an advertisement to encourage feedback from residents to receive the next Bradwellian electronically. Feedback would be invited from residents as to this proposal.

Ultimately it was recognised that they would need to provide the Council with their email address, which in turn would need to comply with GDPR requirements.

**A resolution was then made to approve the cost up £2568 to print the Bradwellian. Proposed Cllr Candon, seconded by Cllr Watson (vote was Unanimous)**

- c) **Resolution for the Parish Council to look to sponsor and make provision for a Youth Club in the village. Volunteers are requested to complete the Grant Application.**

The Parish Council Chairman Cllr Candon, has contacted the YMCA and the Sports and Leisure Service with Great Yarmouth Borough Council for a Bradwell Youth Club. Talks have now resumed and Cllr Candon is asking for funding.

The suggested best venue for the Youth club is the Mill Lane Trust Community Centre.

Volunteers for the Youth club need to be found and Cllr Howe offered potential help from his wife.

The Grant application will be discussed at the next budget meeting and will give Cllrs their own research projects looking for Grants. Cllr Howe volunteered to look into grants from GYB Sports and Leisure services.

**Proposed Cllr Howe, Seconded Cllr Kitchen (vote was unanimous)**

- d) **Queens Jubilee Event/ Flower and Vegetable show - Should a working group be set up to accommodate these initiatives?**

Cllr Hamilton has received an email from Wally at the Old School Village Centre which also invited the Vicar of St. Nicholas to work with the Parish Council for a Jubilee Event and other interested parties. A number of options were being considered including a street party in Church Walk and events in the Village Centre. Cllr Kitchen is also looking at the Scouts participating in a Jubilee event. It was considered that a working group should be formed, to work on both the Jubilee Event and the Flower and Vegetable show with the decisions being made by the Parish Councillors.

The resolution "was to set up a working group, including interested parties and stakeholders. Cllrs Kitchen, Watson, Howe, Hamilton and Sergeant (who in his absence had already been approached by Cllr Hamilton) put themselves forward. Cllr Candon requested to go on the working group in the capacity of Borough Councillor.

**Proposed: Cllr Candon, Seconded Cllr Hamilton (vote was unanimous)**

- e) It was resolved: “to apply to the Finance Committee for funding for Jubilee Event of £2000”

**Proposed Cllr Steggles, Seconded: Cllr Watson (vote was unanimous)**

- f) **Should plans be put in place for Operation London Bridge?** This is code name for if anything happens to the Monarch. There are specific guides what Parish Council should/not do. Do we need to be prepared? Or just read the guidance as / when it happens?

**Action: Potential purchase of a flag pole to be added to the next Agenda for the Amenities and Highways Committee.**

There being no other business, the meeting closed at 8.33 pm

Signed: ..... Date: .....

Appendix 1 - Budget

The below figures are on an actual income received /expenditure paid basis. It does not take into account debtors or creditors.

RECEIPTS	Budget (incl debtors /creditors)	ACTUAL 3 Mths (Apr- June)	ACTUAL 3 Mths (Jul-Sep)	ACTUAL 3 Mths (Oct- Dec)	YTD to 31/12/21	% received of annual budget to 31/12/21	Balance available
Newspaper advertising	600	185	80	60	325	54%	275

PAYMENTS	Budget (incl debtors /creditors)	ACTUAL 3 Mths (Apr- June)	ACTUAL 3 Mths (Jul-Sep)	ACTUAL 3 Mths (Oct- Dec)	YTD to 31/12/21	% received of annual budget to 31/12/21	Balance available
Newspaper * 2 /website	5,075	2,315	120	73	2,508	49%	2,568
EVENT	1,000	0	799	0	799	80%	201