



Minutes are draft until approved at the following committee meeting

**Studley Parish Council**  
**Minutes of the Community Engagement**  
**Committee Meeting**  
**Tuesday 23<sup>rd</sup> January 2024 at 6.45pm, Council**  
**Chamber, Studley Village Hall, High Street, B80 7HJ**

**Committee members present:** Cllr J Palmer, Vice-chair  
Cllr Py Hunt  
Cllr C Summers  
Cllr L Kent  
Cllr C Stone  
Cllr M Osborne – (Ex Officio)

**Committee members not present:** None.

**In attendance** Katharine Walters – Clerk  
Kellie John - Administration Officer

**Minute 023. Agenda item 1. The Chair will be pleased to welcome everyone to the meeting.**

The Chairman welcomed everyone to the meeting.

**Minute 024. Agenda item 2. Apologies**

Cllr Ph Hunt, Chairman

**Minute 025. Agenda item 3. Declarations of Interest**

None

**Minute 026. Agenda item 4. To consider grant of any dispensation requests**

None

**Minute 027. Agenda item 5. Public Forum.**

Members of the public may attend this meeting and ask questions relating to the agenda or suggest items for consideration at future committee meetings.

There were **no** members of the public present.

**Minute 028. Agenda item 6. To approve the minutes of the committee meeting held on [24/10/2023](#) and [07/11/2023](#)**

Minutes were **approved** by members.

**Minute 029. Agenda item 7. Members to note Terms of Reference for this committee, including objectives.**

The administration officer briefly spoke about the committees key objectives, which are included in the Terms of Reference.

**Minute 030. Agenda item 8. Guidance on collating ideas and information for agenda item requests.**

- Requests for items to be discussed in the next meeting on **Tuesday 26<sup>th</sup> March 2024** should be made under agenda item 17.
- Agenda Item Requests to be submitted to the office 7 days in advance of meetings and preferably together on one email from each committee member.

The administration officer spoke about the above, on behalf of the office, members are to request items for discussion during the next meeting under item 17 of this agenda. Ideas for community engagement are welcome. Between meetings, if possible, each member is requested to consolidate their ideas to one email with agenda requests attached and submitted to the office 7 days in advance of the scheduled committee meeting.

**Minute 031. Agenda item 9. To approve the schedule of events in line with the agreed budget.**

The budget for community engagement during the period April 2024 – March 2025 is **£3000.00**, as **agreed** by the council, Minute reference 149. The budgeted amount is to cover all incurred costs relating to civic events, including road closures. The committee reviewed a list of event ideas as per the discussion during the meeting held on 07/11/2023 and approved a finalised schedule of events per month for 2024. The administration officer to send the event schedule to the committee for future reference. The schedule will be briefly reviewed during each meeting to ensure events are achievable and within the community engagement budget.

**Minute 032. Agenda item 10. To approve the draft event checklist, to aid in the planning of future events.**

The checklist was **approved** by the committee and will be used when planning events.

**Minute 033. Agenda item 11. To discuss D-Day 80, June 2024**

**i) D-Day Flag and Poster Competition – in conjunction with local schools.**

The committee approved the flag and poster competition in conjunction with local schools. Cllr J Palmer **agreed** to lead in the organisation of these competitions and liaise with both the schools and parish council office.

**ii) To discuss and agree the plans for the 6<sup>th</sup> June 2024 including the location and associated costs.**

Committee members present **agreed** to joining a working group to organise an appropriate civic event on Thursday 6<sup>th</sup> June 2024.

**iii) To agree to hiring a ‘bugler’ for the 6<sup>th</sup> June 2024 and timings required.**

Arrangements for D-Day 80 will be discussed in detail by the working group.

**Minute 034. Agenda item 12. An update regarding the Snowman Trail from Cllr J Palmer.**

The Snowman Trail finished the first week of January 2024. Two local businesses kindly donated a voucher, which were issued to two families who took part in the trail. Voucher winners were chosen at random.

**Minute 035. Agenda item 13. The Administration Officer to provide an update regarding the Warm Hub in Studley Village Hall.**

Warm Hub attendance increased throughout sessions in January 2024.

The administration officer suggested two key Warm Hub events:

- An Easter themed coffee morning at the end of March 2024, with various activities for example, an Easter bonnet parade, quiz, and colouring for children.
- A coffee morning on for D-Day 80 on Thursday 6<sup>th</sup> June.

The committee **agreed** to support both events.

**Minute 036. Agenda item 14. To discuss an accessible database of Community Group Listings with associated information.**

The clerk suggested links to local community groups should be accessible on parish council's website provided consent has been granted to include contact details. Committee members **agreed** to feedback to the office with any updated information.

**Minute 037. Agenda item 15. To discuss the possibility of setting up a Youth Council and the next steps.**

To be discussed in future, possibly with the help and participation of Studley Youth Foundation.

**Minute 038. Agenda item 16. To discuss the arrangements and planning of the Annual Parish Meeting 2024.**

It was **agreed** to hold the Annual Parish Meeting on the evening of Tuesday 9<sup>th</sup> April 2024. The committee are required to liaise with the office to organise a well-attended meeting.

The meeting is open to local organisations, community groups and residents. Representatives from community groups are invited to present information regarding achievements since the parish meeting held in 2023 and any plans for the year ahead. The office to set up a standard A4 size report template for groups to complete in preparation for the meeting.

**Minute 039.** As the time was 20:45, the Chair sought approval to suspend Standing Orders for thirty minutes to allow the meeting to continue until all business is finished. **Approval was granted.**

**Minute 040. Agenda item 17. Items for consideration and discussion at the next meeting.**

The following items were requested for discussion at the next meeting:

- Review of the Event Schedule for 2024
- Annual Parish Meeting
- Newsletter
- D-Day 80

**Minute 041. Agenda item 18. To note the date and time of the next meeting: Tuesday 26<sup>th</sup> March 2024. Time to be confirmed.**

**This meeting was closed at 20:51**

**Signed:** ..... **Date:**.....  
**Chairman, Community Engagement Committee**