

Minutes of a meeting of Halstead Parish Council Communication & Events Committee held at The Pavilion, Station Road, Halstead TN14 7DH on Wednesday 18th June 2025 at 10:30am

Present: Cllr T Marshall (Chair), Cllr R Sales, Cllr S Gardner, Cllr L Meaton, Cllr J Peel, Cllr L Wilkinson.

In attendance: Parish Clerk

Minute number: F250618:

1. To receive and accept apologies for absence.

No apologies for absence were received.

2. Declarations of interest

No declarations of interest.

3. Public participation forum

No public participation.

4. Newsletters

The draft newsletter was reviewed and minor edits agreed. Cllr Marshall suggested a separate feature on Open Gardens; this was supported by all. Newsletter approved subject to amendments and possible expansion.

5. Parish Council Branding

All agreed to adopt standardised branding. Cllr Wilkinson and the Clerk to prepare and circulate suggestions.

6. Website

The Committee agreed the following:

- The .gov email should be promoted and incorporated into Council branding.
- A section or note should be added to highlight the .gov domain on the website.
- A gallery for Open Gardens was suggested, with photos to be added where possible.
- The Clerk to organise audit and accounting documents for the website.
- A separate session to be arranged to focus on website improvements.
- James to be consulted for layout suggestions.

7. Upcoming Events

Summer Picnic: Scheduled for Friday 1st August from 12-3pm. Bring your own picnic; teas/coffees to be provided. To be advertised in the newsletter.

Christmas Fair & Tree Lighting: Potential to combine. Tree lighting date needed. Cllr Peel to discuss with Village Hall.

VJ Day: Early planning to begin for 2026.

Halloween: Set for 26th October 2025. Newsletter to coincide. Event may move to the church - Cllr Peel to speak to the church warden.

8. Warm Space and Open Meetings for Parishioners

To pause for the summer and to consider returning in October/November 2025. Also to consider developing as an "Open Surgery" for Parishioners

9. Date of next meeting – Wednesday 9th July at 11:00am at the Pavilion, Halstead.