

**Minutes of a meeting of Halstead Parish Council Communication & Events Committee held at
The Pavilion, Station Road, Halstead TN14 7DH on Wednesday 9th July 2025 at 11:00am**

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

In attendance: Parish Clerk

Minute number: F250709:

1. To receive and accept apologies for absence.

Apologies were received and accepted from Cllr Marshall (for the first part of the meeting).

2. Declarations of interest

No declarations of interest.

3. Minutes of previous meetings to be approved – Wednesday 18th June 2025

4. Public participation forum

One member of the public was in attendance – Reverend Tim Edwards.

5. Newsletters

- The draft newsletter was reviewed. It was agreed to include a note about parking. Cllr Wilkinson to liaise with Cllr Peel and speak to Cally regarding the Open Gardens content.
- A schedule for newsletter distribution was discussed. Hard copy to be distributed by 1st August, with a second edition in October. Cllr Wilkinson will prepare monthly Mailchimp emails with 3-4 key updates for that month.
- It was agreed to include a planning enforcement reminder in the newsletter, encouraging residents to report any concerns to the Parish Council, who will then escalate to SDC.

6. Events to be planned for this year and next Upcoming Events:

- **Summer Picnic:** 1st August 2025. This will be an informal community event. The Clerk will finalise the risk assessment and circulate to Councillors. Newsletter to include details.
- **Christmas Tree Lighting:** 5th December 2025. Confirmed at the Village Hall. Event to include carol singing, mince pies, mulled wine, and children's activities. Tree lighting at 6pm followed by refreshments in the Pavilion. Reverend Tim Edwards to organise carol singers and confirm details.
- **Village in Bloom competition**
Cllr Peel suggested setting up a working group to coordinate the competition and the Dark Skies initiative.
- **Halloween Event:** Potential date agreed as Sunday 2nd November. To be discussed further at an informal meeting.
- **Litter Pick:** 27th September 2025 at 9:30am.
Clerk to request equipment from SDC, including high-vis vests, hoops, and bags. Event to conclude with refreshments at the Pavilion. Cllr Wilkinson to coordinate the morning and liaise with the school. Newsletter to include event details.
- Both events to be discussed further with Tim Edwards and it is hoped a partnership between HPC, School, Church and Village Hall would be beneficial to the village.

7. Date of Next Meeting – Wednesday 5th November 2025 at 10.30am.