

Minutes of a meeting of Halstead Parish Council Communication & Events Committee held at The Pavilion, Station Road, Halstead TN14 7DH commencing at 11:00am Wednesday 18th February 2026.

Present: Cllr Linda Wilkinson (Chair), Cllr Sue Gardner, Cllr Liz Meaton, Cllr Jean Peel, Ms Pip Nott (Clerk), Cally Couchman.

Minute number: CE260218

1. There were no **apologies for absence**.
2. There were no **declarations of interest**.
3. **The minutes of the** meeting held on **25th November 2025** were approved as a correct record and to be signed by the Chair.
4. **Public participation forum:** There were no members of the public present.
5. **Communication**
 - a) Newsletter – include:
 - i. Summary of planning on front
 - ii. New Clerk welcome – photo
 - iii. Invitations to join the committee – planning especially
 - iv. Priorities statement – questionnaire to comment
 - v. Two new picnic tables for by play area - photos
 - vi. August fun day 14th
 - vii. Open gardens 13th June 2027 preparation – action Cally
 - viii. Christmas – lighting tree and evening celebrations, next on 4th December 2026
 - ix. New councillor welcome – Cally
 - x. Thank you to those who contribute
 - xi. Litter pick 25th April
 - xii. Dark sky – action Cally
 - xiii. Pickleball/volleyball/alternate uses for courts
 - xiv. Polite reminder to pick up Dog mess and put in any public bin
 - xv. Photographs of Christmas event and report – Cllr Gardner
 - xvi. Rose and Crown site update – Cllr Wilkinson, Cllr Meaton to share photo
 - xvii. Litter pick – update last version, Cllr peel to share photo
 - xviii. Bus times
 - xix. Advertise halls for hire update/advert – Cllr Gardner to share information
 - b) Articles for Newsletter by 16 March to Cllr Wilkinson, printer by 20 March, ready for delivery from 27 March
 - c) Agreed date of Annual Parish Council Meeting 11th May
 - d) Ask groups to attend and speak at Annual Parish Meeting - action Cally
 - e) Groups information advised can be added to website
 - f) Village Hall Annual meeting 7th April
 - g) Request more rubbish bins for parish
 - h) Information boards – need to agree replacement portal sturdy display board, need pre-printed information about help needed to put on.
 - i) Agree action boards – new one needed at Parish Hall, Cllrs to research options.

6. Events

- a) Pop up café idea to be explored
- b) Arrangements and actions on litter pick event – use previous format.
- c) Summer picnic – Saturday June 20th to check with sports teams then confirm
- d) August fun day – 14th use previous format

7. AOB – Discussion about inviting parishioners to join individual committees and helping with tasks. Planning and display board graphics specific issues, need working party members. To put out request on Facebook. Need coordination of Facebook posts. Parish Council Facebook page – set up quite recently, needs development. Action for Cllr Peel to discuss with Helen.

8. Date of Next Meeting – Wednesday 22nd April 2026 at 11.00am.