

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 22th April 2026**.

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

Minute number: CE260422

- 1. To receive and accept apologies for absence.** There were none
- 2. Declarations of interest.** There were none.
- 3. Minutes of previous meeting** 18th February 2026 were approved and signed by the chair.
- 4. Public participation forum.** There were no members of the public present.
- 5. Future Communications and Events meetings to be informal and report to HPC full Committee.** This was agreed by the committee as would save time for the Clerk and councillors can focus on delivery of objectives. An action log and Microsoft Business package will be purchased. Clerk to review policy about communication and constitution with SharePoint Microsoft teams.
- 6. Communication**
 - a) Newsletter: Process, Publication and identify volunteer to organise delivery discussed - Cllr Couchman to take over the newsletter management. Cllr Wilkinson will share documents. Broke Hill important message. Add fly tipping message.
 - b) Ideas and date for next Newsletter. Aiming for quarterly publication. This year August and November. Use Facebook to publicise.
 - c) Litter Pick cancelled due to concerns about traffic safety while traffic volume at current levels.
 - d) Information leaflets, Dark Skies being printed. Cllr Couchman created three information leaflets on Wildlife, Birds and were shared in draft – more work needed to finalise. There are two existing walking route leaflets. Walking and Dark Skies Leaflets to be out on the website.
 - e) Primrose Pages was discussed as a possibility to join, this includes information about surrounding areas, contacts and activities. This will need to be added to the website when ready.
 - f) Raising the HPC Profile leaflet What Does your Parish Council do.
 - g) Leaflets need to be put on the website.
 - h) Website needs to be a regular agenda item for update.
 - i) Consider submission for Parishes Together magazine deadline 6 May – Cllr Couchman to draft what HPC does for submission.
 - j) Warm Space café may be rebranded as residents drop in for D Cllr Marshall – need to think about this in more detail and plan.

7. Events

- a) Actions on summer picnic on 20th June from 1130 -3pm – need to advertise this.
- b) Actions on August fun day – need to ensure access, ice cream van and possibly police.
- c) Clerk to check if restrictions with having dogs in buildings in insurance policy.

8. AOB - Discussed inviting parishioners to join individual committees and helping with tasks. Annual Parish meeting agenda to be shared by the Clerk then advertised.

New Noticeboard to be placed outside Parish Room, to be ordered.

Date of Next Meeting – Informal on Wednesday 3rd June 2026 at 10.00am.