



**Bishop's Waltham Parish Council**  
**A Meeting of the Parish Council Community and Environment Committee**  
**Monday 27<sup>th</sup> January 2025 at 7:00pm in the Ruby Room of the Jubilee Hall**

The meeting will be open to the public unless the Committee directs otherwise.

**Agenda**

All papers/reports are available from the Council Offices (except where classified as confidential).

1. To receive and accept apologies for non-attendance
2. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
3. To receive and accept any personal, pecuniary and non-pecuniary interests relating to agenda items
4. Public Session - *for information only*
5. To approve the minutes of the Community & Environment Committee – 25<sup>th</sup> November 2024
6. Actions arising from the Community & Environment Committee meeting – 25<sup>th</sup> November 2024
7. Financial position year to date – *to note current position*
8. Grants Update – *for information*
9. Committee Meeting Dates Update – *for consideration*
10. Bishop's Waltham Parish Council Event Dates for 2025 – *for consideration*
11. BWPC Website Project Update - *for consideration*
12. Newsletter Update – *for information*
13. Annual Meeting of the Parish Event Update - *for information*
14. Summer Event – Appointment of Working Group – *for consideration*
15. VE Day 80 Event - Appointment of Working Group - *for consideration*
16. Update from Sustainable Bishop's Waltham – *for information*
17. Community Partnership Meeting Report – *for consideration*
18. Councillors' Reports
  - i) Museum Trust Meeting – *for information*
  - ii) Town Team Meeting - *for information*
19. Chairperson's Report – *for information*
20. Requests for future agenda items - *for information*
21. Date of next meeting – 24<sup>th</sup> February 2025 at 7pm

*C Wilkinson*  
**Committees Officer/Clerk to the Committee**  
21<sup>st</sup> January 2025



**Bishop's Waltham Parish Council**  
**Minutes of the Meeting of the Parish Council**  
**Community and Environment Committee**  
**held at The Jubilee Hall on Monday 25<sup>th</sup> November 2024 at 7:00pm**

**Present**

Cllr Conduct	
Cllr Jelf	Chairman
Cllr Latham	Vice Chairman
Cllr Marsh	
Cllr Nicholson	
Cllr Webb	
Cllr Wood	

**In attendance:** C Wilkinson                      Committees Officer

**Members of the public:**                      0

- CE129/24**      **To receive and accept apologies for non-attendance.**  
All present.
- CE130/24**      **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.
- CE131/24**      **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.
- CE132/24**      **Public Session**  
The office had received information about a new initiative being organised by Winchester City Council called the Business Growth Factory. The Parish Council would help to promote this scheme that was intended to boost local businesses' growth and inspire innovation.  
**Action: Committees Officer**  
More information would be requested from Winchester City Council (WCC) regarding the Spaces of Sanctuary initiative to reconsider whether the Jubilee Hall could potentially be a suitable location for inclusion in the directory.  
**Action: Committees Officer**  
A member of the public was in contact with WCC to resolve some issues with the town's QR trail. Several of the QR codes were not currently working.
- CE133/24**      **To approve the minutes from the meeting of 21<sup>st</sup> October 2024**  
**Resolved: To approve the minutes of the meeting of 21<sup>st</sup> October 2024.**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Conduct**  
**All in favour.**
- CE134/24**      **Actions arising from the meeting of the Community & Environment Committee – 21<sup>st</sup> October 2024**  
Item CE144/23 and CE299/23 were to be closed.
- CE135/24**      **Financial position year to date – to note the current position**  
Noted.
- CE136/24**      **Updates to Draft Budget 2025-26 – for consideration**  
**Resolved: To approve the updates to the draft budget for 2025-25, tabled by the Finance Manager.**  
**Proposed: Cllr Conduct**  
**Seconded: Cllr Jelf**  
**All in favour.**

- CE137/24 Grants Update – for consideration**  
Noted.
- CE138/24 Update from Christmas Tree Working Group – for consideration**  
The Committee received the notes from the working group meeting and their risk assessment. A second tree had been delivered and would be put into the stand the next day, to replace the initial tree that was not felt to be of the desired standard.
- CE139/24 Social Media Policy Review and Suggested Updates – for consideration**  
**Resolved: To approve the tabled updated Social Media policy that contained minor amendments following the review and to forward to the Finance, Policy and Resources Committee for approval.**  
**Proposed: Cllr Jelf**  
**Seconded: Cllr Wood**  
**All in favour.**  
**Action: Committees Officer**
- CE140/24 Bishop's Waltham Parish Council Event Dates for 2025 – for consideration**  
**Resolved:**  
i) **To appoint Councillor Conduct, Councillor Jelf and Councillor Marsh to a working group tasked with the planning of the Annual Meeting of the Parish 2025 event.**  
**Proposed: Cllr Jelf**  
**Seconded: Cllr Conduct**  
**All in favour.**  
ii) **Resolved: To approve the tabled calendar of dates for the Parish Council's events in 2025 and to forward to Full Council for approval.**  
**Proposed: Cllr Jelf**  
**Seconded: Cllr Latham**  
**All in favour.**  
**Action: Committees Officer**
- CE141/24 'What's On' Calendar of 2025 Events – for consideration**  
The Committee noted the successful delivery of the 2024 calendar as a tear-off sheet within the February 2024 newsletter.  
**Resolved: To proceed with the arrangement for the What's On Calendar of events to be included in the next edition of the newsletter as a perforated tear-off page.**  
**Proposed: Cllr Conduct**  
**Seconded: Cllr Latham**  
**All in favour.**
- CE142/24 Community Partnership Meeting Planning Update – for consideration**  
Noted.
- CE143/24 Remembrance Events Report – for information**  
The three Remembrance Events organised by the Council had taken place smoothly. The possibility of organising a brass band to lead the Remembrance parade the following year was raised.
- CE144/24 Volunteer Thank You Event – for information**  
The attendance at this event held to recognise the contribution of the town's volunteers had been a little lower than the previous year, however the event had been successful with thanks given by attendees to councillors during the evening for the sociable occasion.
- CE145/24 Update from Sustainable Bishop's Waltham – for consideration**  
Noted.
- CE146/24 Sustainable Bishop's Waltham Members as Recognised Parish Council Volunteers – for consideration**  
Sustainable Bishop's Waltham (SBW) would be required to give the Parish Council adequate notice of events that they were organising or participating in (when they were attending as representatives of SBW).

**Resolved:** To recognise the tabled members of Sustainable Bishop's Waltham as Bishop's Waltham Parish Council volunteers and to request that accordingly, they sign the appropriate forms for the Parish Council's records.

**Proposed:** Cllr Latham

**Seconded:** Cllr Nicholson

**All in favour.**

**Action:** Committees Officer

**CE147/24**

**Councillors' Report - i) Museum Trust Meeting -for information**

Noted. English Heritage had reported high visitor numbers at the palace.

**Councillor's Report – ii) Town Team Meeting – for information**

Noted.

**CE148/24**

**Chairperson's Report – for information**

Noted.

**CE149/24**

**Requests for Future Agenda Items – for information only**

Annual Meeting of the Parish

Party in the Palace

Heart Start training

**CE150/24**

**Date of next meeting – 27<sup>th</sup> January 2025**

Noted.

The meeting closed at 8.24pm.

**DRAFT**

**Bishop's Waltham Parish Council**  
**Community and Environment Committee**  
**Actions Arising for meeting 27.01.25**

Minute Number	Subject	Action	Date for completion	Action by	Notes
CE059/23	Nature Reserves Leaflet	To order reprint of leaflet after necessary amendments are made	September	Clerk to the Committee	
CE164/23	Report from Emergency Plan Test Exercise	Review and implement suggested amendments to the Emergency Plan as appropriate.	February	Cllr Jelf/Cllr Marsh/Clerk to the Committee	Review of plan to be conducted in Dec 24
CE210/23	Correspondence - Village Promotion	Investigate cost of promotional article	April	Clerk to the Committee	
CE210/23	Correspondence - Village Promotion	Direct correspondent to Town Team and Chamber of Trade	Proposed for closure	Clerk to the Committee	
CE015/24; CE032/24	Update from Website Working Group	Schedule meeting	Complete	Clerk to the Committee	See agenda item 11.
CE015/24	Update from Website Working Group	Identify walking information file types to hopefully include in the new website	June	Clerk to the Committee/ Cllr Webb	
CE049/24	Public Session - switch to digital 'land lines'	Review emergency plan for implications of the switch to digital phone lines.	August	Clerk to the Committee	Review of plan to be conducted in Dec 24
CE113/24	Clean Up Event Report	Ask Biffa about segmenting for litter pick and whether dirty litter would be considered cross contamination	Nov-24	Clerk to the Committee	
CE120/24	80th Anniversary of VE-Day	To include the date of the anniversary in the What's On Calendar	Complete	Clerk to the Committee	
CE120/24	80th Anniversary of VE-Day	To revisit whether BWPC will organise an event to mark this anniversary	Complete	Clerk to the Committee	See agenda item 15.
CE132/24	Public Session - Business Growth Factory	To promote WCC's Business Growth Factory	Jan-25	Clerk to the Committee	
CE133/24	Public Session - Spaces of Sanctuary	To request further information from WCC to review whether the Jubilee Hall would be a suitable location.	Complete	Clerk to the Committee	
CE139/24	Social Media Policy Review	To forward to F,P&R	Complete	Clerk to the Committee	Approved by F,P&R 07.01.25
CE140/24	BWPC Event Dates for 2025	To forward to Full Council for approval	Complete	Clerk to the Committee	Approved by Full Council 10.12.24
CE146/24	SBW Members and BWPC volunteers	To obtain appropriate signatures from members of SBW.	Jan-25	Clerk to the Committee	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2024

Cost Centre Report

Month No: 9

	310 Community & Environment	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1082	Income - Events	0	0	0	0	100	100	100			0.0%	
1325	Grant - WCC Skate Jam	0	0	0	1,000	0	(1,000)	0			0.0%	
1332	Award - H&IOW Votry Prize	0	0	0	100	0	(100)	0			0.0%	
4041	Website Hosting & Support	(65)	65	0	(413)	3,315	3,728	(3,615)		3,203	11.4%	
4121	Grants - General (GPC)	0	0	0	(6,450)	8,500	14,950	(8,500)		2,050	75.9%	
4126	Grants - General (Section 137)	0	0	0	(2,050)	0	2,050	0		(2,050)	0.0%	
4171	Community Newsletter	0	0	0	376	2,850	2,474	(4,300)		4,676	(8.7%)	
4175	Leaflets - Guides	0	0	0	0	0	0	(650)		650	0.0%	
4200	Costs - Annual Parish Meeting	0	0	0	(286)	0	286	(1,200)		914	23.8%	
4201	Costs - Party in the Park	0	0	0	(2,873)	3,000	5,873	(3,000)		127	95.8%	
4202	Costs - B W Carnival	(30)	0	(30)	(65)	100	165	(100)		35	65.0%	
4203	Costs - Remembrance Day Events	0	0	0	(333)	600	933	(600)		267	55.5%	
4205	Costs - B W Clean Up Events	0	0	0	(76)	40	116	(80)		4	95.3%	
4206	Costs - Volunteer Social Event	0	0	0	0	200	200	(200)		200	0.0%	
4207	Costs - National Events	0	0	0	(109)	200	309	(200)		91	54.5%	
4209	Costs - Miscellaneous Events	0	0	0	(143)	0	143	(250)		107	57.2%	
4230	Costs - Environmental Initiatives	0	0	0	(300)	150	450	(300)		0	100.0%	
4231	Costs - Environmental Event	0	0	0	0	50	50	(100)		100	0.0%	
4232	Costs - Skate Jam Event	0	0	0	(1,014)	0	1,014	0		(1,014)	0.0%	
4322	Mtce - Notice Boards	0	0	0	(40)	100	140	(200)		160	20.0%	
4323	Mtce - Telephone Box	0	0	0	0	50	50	(100)		100	0.0%	

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
399 Capital - Community & Environm											
1085 Income - Non PC Recharge	141	0	(141)	141	0	(141)	0			0.0%	
4350 Minor Assets	0	0	0	(290)	250	540	(500)		210	58.1%	
<b>Grand Totals:- Income</b>	<b>141</b>	<b>0</b>	<b>(141)</b>	<b>1,241</b>	<b>100</b>	<b>(1,141)</b>	<b>100</b>			<b>1241.4%</b>	
<b>Expenditure</b>	<b>95</b>	<b>65</b>	<b>(30)</b>	<b>14,067</b>	<b>19,405</b>	<b>5,338</b>	<b>23,895</b>	<b>0</b>	<b>9,828</b>	<b>58.9%</b>	
<b>Net Income over Expenditure</b>	<b>46</b>	<b>(65)</b>	<b>(111)</b>	<b>(12,825)</b>	<b>(19,305)</b>	<b>(6,480)</b>	<b>(23,795)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>46</b>	<b>(65)</b>	<b>(111)</b>	<b>(12,825)</b>	<b>(19,305)</b>	<b>(6,480)</b>	<b>(23,795)</b>				



## Community and Environment Committee – 27<sup>th</sup> January 2025

### Agenda Item 8 - Grants Update - *for information*

Grant applications submitted by the Community and Environment Committee (no updates).

Grant Scheme	Purpose – Committee	Status
District Small Grants Scheme	Coronation event – CEC	Granted (received)
District Small Grants Fund	Skate Jam - CEC	Granted - £1,000 (received)

**Proposal:** To note the above.

Committees Officer

22.01.25





## Community and Environment Committee – 27<sup>th</sup> January 2025

### 9. Committee Meeting Dates Update – *for consideration*

Please note the proposed changes (**in bold**) to the Committee meeting dates for April and May.

February	Monday 24 <sup>th</sup> February, 7pm (as previously publicised)
March	Monday 24 <sup>th</sup> March, 7pm (as previously publicised)
April	<b>Monday 28<sup>th</sup> April, 7pm (moved from 21<sup>st</sup> as Easter Monday)</b>
May	<b><u>Tuesday 27<sup>th</sup>, 6pm</u> (moved from 26<sup>th</sup> as Bank Holiday)</b>

**Proposal:** To approve the proposed modifications to the Committee's meeting dates for April and May and to notify Full Council for approval.

Committees Officer

22.01.25



## Community and Environment Committee – 27<sup>th</sup> January 2025

### Agenda Item 10 - Bishop's Waltham Parish Council Event Dates for 2025

– *for consideration*

Please see some corrections **in bold** to the publicised dates for the programme of events organised by the Parish Council (as was considered by Full Council in December).

(Some dates of other key events have been included for reference).

Event	Event Dates
Clean Up Event	Saturday 22 <sup>nd</sup> March
<b>Rethinking Rubbish</b> (Greening Event)	Running concurrently with Clean Up event - JH (Gold Room)
Annual Meeting of the Parish	Wednesday 23 <sup>rd</sup> April
VE-Day 80 Event	<b>Thursday 8<sup>th</sup> May</b>
BW Carnival	Saturday 14 <sup>th</sup> June
Party in the Palace	Saturday 19 <sup>th</sup> July
St Peter's Country Fair	TBC
Clean Up Event	Saturday 11 <sup>th</sup> October
Greening Event	Saturday 11 <sup>th</sup> October – to be run in Gold Room concurrently with Clean Up
Dedication of the Garden of Remembrance	Wednesday 5 <sup>th</sup> November
Remembrance Sunday Parade	<b>Sunday 9<sup>th</sup> November</b>
Two Minutes Silence	<b>Tuesday 11<sup>th</sup> November</b>
Volunteer Thank You	Friday 21 <sup>st</sup> November

**Proposal:** To note the tabled corrections to the dates of Parish Council events in 2025.



## Community and Environment Committee – 27<sup>th</sup> January 2025

### Agenda Item 11 - BWPC Website Project Update – *for consideration*

Overleaf are the meeting notes from the website working group which was held on Thursday 9<sup>th</sup> January.

Thus far the group has agreed to the website specification which can also be found overleaf. Following the Full Council meeting held on Tuesday 14<sup>th</sup> January there was an action for the Marketing, Communications and Events Manager to gather three quotes.

These quotations will be distributed separately to the main meeting papers and will be considered confidentially.

**Proposal:** To receive the working group meeting notes and consider the quotations received.

Marketing, Communications and Events Manager

22.01.25

## Website specification for quotes

- A modern website that is engaging, intuitive, easy to navigate and more interactive.
- A Calendar to allow users to see any upcoming Parish Council meetings and events
- Have an 'Events Coming Soon' dynamic section on the homepage
- Facebook and Instagram feed at the bottom of the page to share what is regularly posted on these forums
- A scroll bar at the top of the homepage with high quality images on a loop. Colourful and engaging images of local scenes/amenities. Also will try and get hold of some drone footage of the village will this work or be too large a file
- Needs to be a responsive website and will need to function and be easy to use across most devices
- Ongoing maintenance – BWPC will require any companies that quote to clarify how updates will be done, whether there would be an ongoing maintenance contract and how troubleshooting will be dealt with
- We would like to be able to sign off any new templates as a draft before going live
- Can we add to the website in the future, for example if we wanted to accept payments via the website
- Capability of using embedded forms for enquiries and grant application forms
- Use **What 3 Words** on the contact page for location
- One of the issues we currently have is that a lot of our community regularly call asking us to help with issues which aren't within our remit and would fall under another authority. Useful links to topics that might have led users to visit the website. How can they report and who should they report them too? I have done a diagram with who is responsible for what and also useful numbers. Also consider adding 'fix my street' so people can report straight to this platform
- We would need to have ownership of our domain name
- When quoting please can you do a breakdown of costs i.e. hosting, development and support
- Slim down the main headers on the homepage some could be moved into others **(see separate sheet with my ideas for the drop down menu)**
- Use of our branding using the red, gold and navy blue red#a62022 Gold #ee9724 Navy #3f3259
- Easy access to the Parish Councils' Agendas and meeting notes



Website working Group 09.01.25 – Meeting notes

**Location:** Ruby Room, Jubilee Hall

**Present:** Cllr Conduct, Cllr Jelf, Cllr Latham, Marketing, Communications and Events Manager

Discussed specification from previous working group meeting which was held on 22<sup>nd</sup> April 2024.

Agreed that the specification from the last meeting was still relevant and everyone agreed that a new website is overdue. The new website needs to be engaging, modern and more representative of the Parish Council and town.

All councillors' were in agreement that the Marketing, Communications and Events Manager will take ownership of this project and go ahead with getting three quotes from web developers. The quotation will need to include a simple breakdown of costs for hosting, development and support.

It was also agreed that the website moving forward will only be updated/amended by the Marketing, Communications and Events Manager to keep it as one point of contact.

It was agreed that for phase one of the website an availability calendar would be added for our venue hire facilities along with a contact form for enquiries. Phase two will be a discussion around booking and making payments for these facilities. However the working group will need to think about sensitivity to existing bookings already in the system.

To include a shared Calendar outlining our up and coming events on the home page

Add a link to **'Fix My Street'** which allows people to report any problems locally and which are then sent to the relevant authority for action. You can also see if the issues have already been reported and what stage in the process they are at.

Budget for the website as given by the Finance Manager is £3K

Marketing, Communications and Events Manager

14.01.25



## Community and Environment Committee – 27<sup>th</sup> January 2025

### 12. Newsletter Update – *for information*

The Newsletter Working Group met on Thursday 9<sup>th</sup> January. Overleaf are the notes from this meeting.

The next edition of this newsletter targeted for delivery during March will include articles on the following topic:

- Chairperson's welcome
- Grant applications and deadline
- Spotlight on Marketing, Communications and Events Manager role
- Update on Priory Park overflow car park (to include images)
- Exciting new project – Priory Park Clubhouse
- Park and Stride to include reminder about Jubilee Hall car park season ticket
- VE Day 80 Celebrations
- Bishop's Waltham Parish Council Grounds team
- What's on Guide
- Meeting dates to include Annual Meeting of the Parish
- Contact details
- Your Councillors' Services diagram along with useful contact numbers for reporting issues to the relevant authority

The Marketing, Communications and Events Manager is currently refining the newsletter draft and design template.

**Proposal: To note the above.**

Communications and Events Manager

22.01.25



**Newsletter Working Group meeting notes – Tuesday 14<sup>th</sup> January 2025**

**Location:** Silver room, Jubilee Hall

**Present:** Cllr Wilson, Cllr Williams, Marketing, Communications and Events Manager

Discussion around the topics to be included in the March newsletter:

- 'What's on Guide' for the March issue and to keep current layout with perforation.
- Chairperson's Welcome
- As a newsletter hasn't been distributed for a while we agreed to keep the section of content which reads 'Included in this edition! Your Bishop's Waltham What's on Guide' also explaining the handy tear-out events calendar.
- Main project on front page to include an update on the overflow car park at Priory Park along with an image.
- For your Diary 2025 – add in information about the VE Day 80 celebrations, info on what it is and why we are celebrating it
- Annual meeting of the Parish date for April
- A reminder about Grant Applications and the deadline and what you need to do if you want to apply.
- Park and Stride for school runs and village shops and a reminder about the Jubilee Car Park season tickets with prices. Also the Jubilee Hall is free for 2 hours
- Picture of the Grounds Team and the work they do around our community grounds
- Priory Park Clubhouse an architect has been appointed for this new project and designs are currently being drawn up. These will be available for public review and dates for a consultation will follow.
- Spot light on new Marketing role – Anna
- Your councillors' Services diagram along with useful contact numbers – Make sure that this is readable to all and Marketing Manager to play around with colours.

**Proposal: To receive the working group meeting notes for information**

Marketing, Communications and Events Manager

14.01.25



## Community and Environment Committee – 27<sup>th</sup> January 2025

### 13. Annual Meeting of the Parish Event Update – *for information*

Following the appointment of the working group to progress with the plans of the Annual Meeting of the Parish 2025 (Councillor Conduct, Councillor Jelf, Councillor Marsh), a meeting will be scheduled for the week commencing 3<sup>rd</sup> February.

This event is scheduled to take place on Wednesday 23<sup>rd</sup> April.

**Proposal:** To note the above.

Marketing, Communications and Events Manager

22.01.25





## Community and Environment Committee – 27<sup>th</sup> January 2025

### 14. Summer Event – Appointment of Working Group – *for consideration*

The Committee are requested to appoint a working group to progress with the plans for the 2025 Summer Event to be held on Saturday 19<sup>th</sup> July and to consider a venue.

**Proposal:** To appoint members of the Committee to a working group for the Summer Event being held on Saturday 19<sup>th</sup> July and to determine the preferred venue so that permission can be sought if appropriate.

Communications and Events Manager

22.01.25



## Community and Environment Committee – 27<sup>th</sup> January 2025

### VE Day 80 Event – *for consideration*

#### **VE Day 80<sup>th</sup> Anniversary 8<sup>th</sup> May 2025 'A shared moment of celebration'**

The Committee are requested to appoint a working group to progress with the plans for the VE Day 80<sup>th</sup> Anniversary on 8<sup>th</sup> May 2025.

The celebration of the 80<sup>th</sup> anniversary of VE Day which marked the end of the war in Europe and WWII as a whole on 8<sup>th</sup> May 1945.

Bruno Peak CVO OBEOPR has provided insights into the VE Day 80 celebrations and how local councils and members of the community can take part in this 'Shared Moment of Celebrations' on 8<sup>th</sup> May.

On Thursday 8<sup>th</sup> May the lighting of the Beacons and Lamp Lights of Peace at 9.30pm, the raising of a unique VE Day flag at 9am.

#### **(Information from page 1 of the VE Day 80<sup>th</sup> Anniversary Guide)**

The full guide for these celebrations will be sent to councillors as a separate document due to its size.

The website for this national celebration is: <https://www.veday80.org.uk/>

**Proposal: To appoint members of the Committee to a VE Day 80<sup>th</sup> Anniversary working group.**

Marketing, Communications and Events Manager

22.01.25



## Community and Environment Committee – 27<sup>th</sup> January 2025

### Agenda Item 16 - Update from Sustainable Bishop's Waltham *- for consideration*

Meetings of Sustainable Bishop's Waltham were held on Monday 18<sup>th</sup> November (meeting minutes overleaf) and Monday 16<sup>th</sup> December and Monday 19<sup>th</sup> January. The minutes of latter meeting are not yet available and will be included in the Committee's papers for their meeting in February.

The next meeting of the group will be held on Monday 16<sup>th</sup> December.

**Proposal:** To note the above.

Committees Officer 22.01.25

## Sustainable Bishop's Waltham Meeting Minutes

Monday, 18<sup>th</sup> November 2024

Present: [REDACTED]

Chair: [REDACTED]

Minutes: [REDACTED]

Introductions were done and [REDACTED] was welcomed to the meeting. Apologies received from SBW members and [REDACTED] of WinACC.

### 1. GBW Back Office

Funding/grants - [REDACTED] and [REDACTED] updated that the PC could accept donations or grants on behalf of SBW. Need to be paid into 'Bishop's Waltham Parish Council' bank account where they would be segregated for our use.

Insurance – BWPC has provision for 'volunteers' in its insurance policy. It was felt that SBW should formalise those members who could be acting on behalf of the PC rather than duplicate insurance. Risk assessments would be needed for events, and forms lodged with PC office recognising responsibilities. [REDACTED] **to go back to BWPC and work out next steps.**

Email lists – There is still confusion both in the public and within the group as to what the names mean. As the activities of the group and usage of the email lists has evolved, it was generally agreed that:

- The name of the group will remain 'Sustainable Bishop's Waltham' but for the next year or so at least SBW will be running 'Greening Bishop's Waltham' and the Greening 'brand' will be most of the public focus.
- We would continue to use '[greening@bishops-waltham-pc.gov.uk](mailto:greening@bishops-waltham-pc.gov.uk)' for communication among the SBW 'committee' group, i.e. the active members.
- It was proposed that the '[sustainable@bishops-waltham-pc.gov.uk](mailto:sustainable@bishops-waltham-pc.gov.uk)' address be used for more of a newsletter type distribution, for those interested but not involved, but it was also felt that a proper mailing list might be better for that purpose. [REDACTED] & [REDACTED] **to investigate with BWPC about mailing lists.**
- The sustainablebw@gmail address also adding to the confusion. Request that [REDACTED] change the account name/alias.

Website/Socials - Need more content for Justine to upload. Each pillar to send update. Same for the socials – can be our own content or highlighting something

# SUSTAINABLE BISHOP'S WALTHAM

Meeting Minutes: 16/12/2024

Present: [REDACTED]

Apologies: [REDACTED]

	Minutes	Actions
1.	<b>GBW / SBW Back Office</b>	
	<p><b>Insurance and Constitution</b> – Everyone who is actively involved in the Sustainable Bishop's Waltham group are named as volunteers for the Community Environment Committee, which then covers our group's activity providing we notify the PC of our events and submit a Risk Assessment. <b>PC Office to supply a template.</b></p> <p><b>Management of email groups and newsletter circulation lists:</b> [REDACTED] has been recruited by the Parish Council to do this and will be asked to assist SBW with this.</p>	<p>[REDACTED] and [REDACTED] supply Risk Assessment template and instruct [REDACTED]</p>
2.	<b>Greening Campaign Pillar updates (5 mins each)</b>	
	<ul style="list-style-type: none"> <li>• <b>Cycle of the Seed:</b> Training on 22<sup>nd</sup> January</li> <li>- Focusing on working with the Junior School with the planters at the front of the school.</li> <li>- Also interested in replanting the shrub bed at the front of Jubilee Hall. [REDACTED] needs to get formal permission from the Parish Council (meeting tomorrow night)</li> <li>- Also would like to build a small raised bed behind Jubilee Hall in the green area backing onto houses – as above, permission being sought.</li> </ul>	<p>[REDACTED]</p>
	<ul style="list-style-type: none"> <li>• <b>Space For Nature:</b> They have now got an account with B&amp;Q, called Neighbourly to get discounted / free stuff?</li> <li>- Looking to do some led walks and talks, e.g. Hedgerows, Wild Food Foraging, Wild Birds, and Wassailing in the Community Orchard. Need to explore possibility of people paying a voluntary donation to cover costs of speakers</li> <li>- Looking to push the Great Garden Bird Watch in January.</li> <li>- Seeking formal permission from Parish Council to plant more hedgerow saplings along the fence at the Pondsides open space. Free tree seedlings are available from the Forest Partnership (HCC).</li> </ul>	<p>[REDACTED] to confirm permission with Hall &amp; Grounds Ctee</p>
	<p><b>Warmer Homes:</b> Thermal imaging – Ritchie to share WCC info pack with [REDACTED] so that the best bits can be combined with the Greening Campaign pack to include a better "What Next?" section with links to grants and how-to guides.</p> <p>[REDACTED] collect draught excluders and radiator foils from PC office – to be given to those experiencing fuel poverty.</p>	<p>[REDACTED]</p>

	<ul style="list-style-type: none"> <li>• <b>Health Pillar</b> – School Travel Survey to be launched at the Junior School in Spring term. We just need a few interested families to run a pilot bike train to school on four Wednesdays in June.</li> <li>- Health Pillar Greening Campaign mini conference 22<sup>nd</sup> March in Southampton – [redacted] and [redacted] hoping to attend.</li> </ul>	
	<p><b>Waste Pillar</b> – Main event for the year is scheduled for Saturday 22<sup>nd</sup> March 2025, working title is “<b>Rethinking Rubbish</b>”.</p> <ul style="list-style-type: none"> <li>- Ruby room of Jubilee Hall is booked for this but main hall is booked for a separate event.</li> <li>- Litter pick and Waste Prevention trail boards to start outside entrance to Jubilee Hall</li> <li>- Jamie's Computers E-Waste Recycling Collection point? [redacted] to <b>contact</b>.</li> <li>- Bike Doctor? [redacted] to <b>confirm</b>.</li> <li>- Zero Waste Refill Stall – [redacted] to run</li> <li>- Seed Swap – [redacted] to run (TBC)</li> <li>- Clothes swap – <b>need a theme?</b></li> <li>- Launch an Up-Cycling Challenge? (competition to be judged at the 11<sup>th</sup> October Showcase event)</li> <li>- Launch of Borrow Bag Scheme – [redacted] to <b>firm up with volunteer sewing ladies if this is possible</b></li> <li>- Children's Activities?? - <b>Need ideas and volunteers to run</b></li> <li>- <b>Greening Campaign Mini Waste Prevention Conference 15 March in Fleet</b> – [redacted] offered to attend this.</li> <li>- <b>Idea for 11<sup>th</sup> October showcase event</b> – Rotary Club to run a mobile apple pressing stall. [redacted] to <b>contact and request</b>.</li> </ul>	<p>[redacted] get permission from PC to put boards on Railings at Jubilee Hall</p> <p>[redacted] book Bike Dr.</p> <p>[redacted]</p> <p>Volunteers?</p> <p>[redacted]</p> <p>[redacted]</p>
3.	<b>Event Planning</b>	
	<p><b>WeCAN – 17 Feb</b> – Jubilee Hall 7pm Prelaunch of Home Energy Advice project.</p> <p><b>Carnival – 14 June</b> – Health Pillar to lead on a stall at this?</p> <p><b>Kids Street/Treat?</b> – Town Team, June / July TBC, ideas?</p> <p><b>St Peter's Country Fayre 20<sup>th</sup> September</b> – we need a stall that promotes attendance at the Showcase event</p> <p><b>Showcase Event 11<sup>th</sup> October:</b></p>	<p>[redacted]</p> <p>[redacted] book food truck</p>
4.	<b>BW Parish Council update</b>	
	Just got a grant for 2 more batteries to store solar energy which will replace the need for the generator.	

5.	<b>AOB</b>  <b>Duke of Edinburgh:</b> ■ has not progressed this yet, but need to know who would be the main coordinator within our group and a program of tasks that they can work on.	
6.	<b>Next Meetings:</b>	
	<ul style="list-style-type: none"> <li>- <b>20 Jan, 7pm in the Bunch of Grapes</b></li> <li>- 17 Feb</li> <li>- 17 March</li> </ul>	
	Please send your Pillar updates and agenda items to the Chair by in advance so that they can be circulated with the Minutes.	

Minutes: ■

Checked by: ■



## Community and Environment Committee – 27<sup>th</sup> January 2025

### Agenda Item 17 - Community Partnership Meeting Report - *for consideration*

A meeting of the Community Partnership was held on Monday 9<sup>th</sup> December 2024 in the Ruby Room of the Jubilee Hall. Representatives from all community groups were invited.

The representatives introduced themselves and gave information about the events they had planned for 2025. This information will be included in the draft of the 'What's On' calendar of events that will be printed and distributed as tear-off section of the Bishop's Waltham Matters newsletter planned to be delivered to households in March.

#### Other discussion points

- Martyn's Law – As with last year, some groups such as the Festival group were well informed about the draft legislation, other groups were not yet aware.  
**Potential Action:** BWPC could consider hosting a Community Partnership session to discuss the impact to community groups
- Fly posting - Following the recent enforcement by the ACSO of removing event posters, a member of the Community Partnership asked that clarification be sent to all members regarding what was and was not acceptable. This was subsequently actioned by the Marketing, Communications and Events Manager.

**Proposal: To note the above.**

Committees Officer  
22.01.25





## Community and Environment Committee – 27<sup>th</sup> January 2025

### Agenda Item 18 i) - Councillor's Report – Museum Trust Meeting – *for information*

A meeting of the Museum Trust took place on Tuesday 19<sup>th</sup> November. The minutes are included overleaf.

A verbal report of this meeting was given in the Committee's November meeting, but the minutes of the meeting were not included in the meeting papers.

#### **Main points to note;**

1. A projector has been purchased.
2. Ten people attended the volunteers' coffee morning.
3. All bills are paid and the Museum has a positive balance.
4. Awaiting a response from WCC about a bin outside the Palace grounds.
5. Policies are being revised and agreed in preparation for accreditation.
6. There was a positive meeting with English Heritage. There were 73,000 visits registered in a year, making the Palace the third most popular EH site!
7. The Georgian clock will be restored and a grant sought from BWPC.
8. There were reports on Volunteers and the Collection which are included in the Minutes.

Cllr Wood 24.11.24

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A meeting of the Museum Trust took place on Tuesday 14<sup>th</sup> January. The minutes are included overleaf.

#### **Main points to note;**

A Traditional Skills day will be held between 11-4 pm on Sept 13th.

The request for a new rubbish bin is still ongoing with PC help.

All policies must be signed off by May 1st for Accreditation.

A grant application for the clock renovations must be made by March 31st.

Surveys are needed for accreditation and there was a request to have some available at the next PC Surgery on Jan 31st

There are two new volunteers.

The Collection Manager has two students to help again this year.



## Bishop's Waltham Parish Council

\*\*\* A concern was expressed that English Heritage do not inform the Museum when they have agreed to have an event held in the Palace grounds. Could we please inform them of any PC events?

The Newsletter is in production.

The AGM is on April 10th at the Church Hall.

The next meeting is on Feb 18th.

Cllr Wood 22.01.25

## Bishop's Waltham Museum Trust

Trustee meeting 19/11/24 5pm, Dean

Present – [REDACTED]  
[REDACTED]

Apologies for absence – None

**Approval of minutes** for the last meeting – 23/10/24 The AP meeting was preceded by a short Trustee meeting where we approved 5 financial policies which still need to be listed in the minutes of that meeting and Nick agreed to supply the details to [REDACTED] to finalise those minutes

**Matters arising** – Projector has been purchased.

**Meetings attended** – SWMD Coffee morning for Volunteer led museums ([REDACTED]), SWMD Navigating Audience Development ([REDACTED]) Mentor meeting ([REDACTED]). SWMD Grant available for training meetings for travel and lunch (Alice le Page)

**Finance** – EH cancelled the £686.37 telephone bill issued earlier in the year. At a meeting with EH on 7th November we were advised that this was an estimated apportionment of a conglomerated bill from BT to EH. As such, it had no obvious relationship with costs of the actual phone line in the Museum. At that meeting, the Museum offered to pay whatever legitimate costs are incurred (a requirement of the MPA)

An advertising banner had been ordered and paid for. A second one was being provided for free as a Black Friday deal.

Equipment costs for 2024= £1000 approx. Financial report for 2024 has been circulated to Trustees.

HMRC has advised that, since we are now a CIO, we need to re-register with them as a new entity. The paper work has been sent, and we are waiting completion of the process before we apply for this year's Gift Aid. Previous year's GA had been received despite this re-registration not having happened [Post meeting: Re-registration has now been confirmed and the GA claim made]

**Policy docs revision** for Charity Commission and Accreditation - Some have been circulated in the last month and will need signing by Trustees.

Five financial policies completed at last meeting. **Others under review** – Access policy, Collection policy, Safeguarding policy, Complaints policy. To be brought to the next Trustee meeting (Jan 2025)

**Rubbish bins**– [REDACTED] will follow up with the PC re new bin to be provided. In progress.

**Maintained Property Agreement meeting with EH** at the Museum 7<sup>th</sup> Nov 2024.

Attendees included new people who had not been before including [REDACTED], the curator until [REDACTED] returns from maternity leave.

Maintenance discussion included the broken window, boarded up for 4 years so far, light not working in store room and improvement of light in the entrance room. They confirmed that there was no money in the budget to replace the Perspex in the kitchen window

Clickers on gates – April 2023 to April 2024, 78,000 people. Third most popular free site on EH visit list after Chester Amphitheatre and Wolvesey Palace.

Opening ceremony for viewing platform, may be ready in the new year.

Lighting approved for the front room. [REDACTED] to follow up.

Membership cards – EH waiting for further information from members. [REDACTED] to provide Volunteer hours for [REDACTED] to finalise with EH.

**Accreditation preparation** – [REDACTED] has this in hand and met SWMD accreditation advisors on 2 November 2024, [REDACTED] and [REDACTED] met with [REDACTED] our mentor on 18<sup>th</sup> November. Chair and secretary to check on signing off of minutes as required. Final date –May 1 2025.

**Clock shop, Alton.** Quote agreed to for the older Padbury long case. Application for grant assistance from PC to be made in Jan 2025, probably half of quotation.

**Town Model** – [REDACTED] to invite [REDACTED] and [REDACTED] to discuss requirements and to work together to provide the data [REDACTED] requires. [REDACTED] to continue with co-ordination.

**Survey** – [REDACTED] to focus on survey in Jan 2025 in view of accreditation requirements. [REDACTED] will pass over the completed forms he has from 2021 and [REDACTED] will arrange for others to be distributed and completed, kindly assisted by Josie.

**Volunteer report** – Trifold Leaflets and marketing leaflets for the museum to be printed for April 2025. [REDACTED] reported that she had not yet had a bill for the earlier marketing leaflets from Solent Printers in Claylands.

**Social evening at Bunch of Grapes on 9<sup>th</sup> January.**

Thanks to [REDACTED] and [REDACTED] for managing the gates in 2024. (Gifts to the value of £20 each suggested)

**Newsletter** – Jan 2025. Items to [REDACTED] by 1<sup>st</sup> Dec 2024.

**Collections Report**– New shelving has been erected in storeroom. New donations still arriving in Museum.

Re AGM 10/04/25 – Checking with [REDACTED] that he free for the new date. List of suitable talks to be circulated to Trustees if he is.

Heritage days in Sept 2025 – Going ahead as normal, but will add in a Town Tour as this year's theme is architecture.

Traditional skills day as part of Heritage Open Days seems popular but [REDACTED] is too busy to organise it – need a volunteer! EH also enthusiastic and offered their Conservation in Action van.

Next meeting – Tuesday Jan 14<sup>th</sup>. At Dean. 5PM START. Thanks to [REDACTED] for hosting this meeting and agreeing to do so for the next.

**ALL MEETINGS 2025, to be agreed at next meeting in January.**

18th February (Action Plan)

1st April (move this a little earlier?)

10<sup>th</sup> April AGM

13th May

24th June (AP)

29th July

16th September

21st October (AP)

25th November

**Bishop's Waltham Museum Trust**

Trustee meeting 14/01/25 at 4pm.

Cherry Walk, Bishop's Waltham.

Present – [REDACTED]

Apologies – [REDACTED]

Approval of last minutes – 19/11/24 Given.

**Matters arising** – Policy docs revision for the Charity Commission required by submission on 1/05/25

The policies which have been approved by Trustees are as follows (6/01/25)

Access policy

Safeguarding

Complaints

Additionally approved by Trustees are financial policies : (14/10/24)

Investing Charity Funds

Reserves

Trustee Conflict of Interest (including Register of Trustee Interests)

Trustee Expenses Financial Controls Policy

The Chair will additionally sign off paper copies of each policy as dated and these will be kept in a discreet file for reference.

**Finance** – Treasurer has circulated a report for the meeting and also for use in the forthcoming AGM.

Gift aid query has now been resolved with HMRC. There were no questions arising.

It was agreed at the meeting the Trust does not require cyber insurance as the Museum is not connected to the internet.

**Rubbish bin** – waiting for hear from [REDACTED], WCC, for public bin installation in Station Road.

**Maintained Property Agreement** 7/11/24 – Copy circulated to Trustees on 7/11/24. Action – Trustees to read and check following EH meeting with [REDACTED].

**Volunteers**

Membership cards for EH – Action – [REDACTED] to inform [REDACTED] of volunteer details. Next SWMD meeting is at Southwick House on 27/01/25. A visit to the map room of the House will be arranged by [REDACTED] and [REDACTED] volunteers later in the year.

Gifts at the end of the year have been given to [REDACTED] and [REDACTED] for their open and closing the site. [REDACTED] is not available at the moment due to her dog's car accident , who cannot be left alone.

**Heritage day –Sept 2025.** [REDACTED] and [REDACTED] agreed to organise a heritage crafts day on 13/9/25 11-4pm

With ideas of activities to be proposed by next Trustee meeting in Feb. [REDACTED] to send contacts to [REDACTED] who will include it in the Parish Diary.EH already consulted with a general plan but will need to be informed of details.

**Marketing --** [REDACTED] has offered to support [REDACTED] at the Friday Country Market on [REDACTED] to carry out a survey of visitors and non- visitors.

1000 information leaflets to be printed (PC)

**Grant application** for Andrew Padbury clock – Action – [REDACTED] to gather information from the Museum office for Parish Council grant application required for by March 31<sup>st</sup> 2025.

**Newsletter** – with [REDACTED] for editing and prepare for distribution – Jan 2025. To include the Bunch of Grapes quiz event on 2<sup>nd</sup> March at 5pm. Tickets £20 per person including fish and chips. Further volunteer events to be arranged by AGM in April 2025.

**AOB** - The banner signage (as previously agreed) has arrived and needs to have site location agreed with [REDACTED].

**NEXT MTG -- 18<sup>TH</sup> FEB (ACTION PLANNING) VENUE TBA.**

**March 18<sup>th</sup> – Trustee meeting, prior to AGM on 10<sup>th</sup> April 2025. Please note change of Trustee meeting date.**



## Community and Environment Committee – 27<sup>th</sup> January 2025

### Agenda Item 18 ii) - Councillor's Report – Town Team Meeting – *for information*

A meeting of the Town Team took place on Monday 09<sup>th</sup> December. The minutes of this meeting are included overleaf.

Main points to note;

- Reindeer Trail is up and running.
- Xmas Fayre stall was very busy
- 'Singing in the Square' is all planned and going ahead on 23<sup>rd</sup> December.
- KidSTreat date set for 6<sup>th</sup> July. Working group appointed.
- Give & Take to go ahead again next year.
- Ongoing discussions regarding revenue streams. Currently financially stable, however need to fill the shortfall that BW bites leaves.

Cllr Jelf 10.12.24

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A meeting of the Town Team took place on Monday 13<sup>th</sup> January 2025. The minutes of this meeting are included overleaf.

Main points to note;

- Food event (to replace BW Bites) in initial planning stages. Proposed for Autumn 2026
- 'Singing in the Square' was a success with a rough head count of over 300 people. Revenue from 'mulled wine' greatly received.
- KidSTreat date set for 6<sup>th</sup> July. Working group appointed.

Cllr Jelf 14.01.25



Bishop's Waltham Town Team Meeting  
Monday 9<sup>th</sup> December 2024, 17:30 at  
Giorgio's Restaurant, Bishop's Waltham.

Minutes

1. Apologies for absence:

Attending:

2. Matters Arising from the minutes of the meeting held on 11.11.24

No amendments to minutes.

3. Update on actions from last meeting:

i) Reindeer Trail (■).

Trail up and running. Many cards were given out at the Christmas Fayre. Couple of issues with lost numbers and faulty reindeers (second order being sent to ■ – next year's trail?). Closing date 16.12.24 – SB to carry out draw on 17<sup>th</sup> and volunteers will contact winners.

ii) Singing in the Square – agenda item this meeting.

Agenda item 4.

iii) 'Food' event – agenda item this meeting.

Agenda item 5.

iv) Christmas Fayre (■).

Very successful evening. ■ thanked ■ for 'manning' the stall all evening. Remaining give and take donations were given out (mainly thanks to ■!).

■ added that feedback from traders and stallholders was very positive.

4. Singing in the Square 23.12.24, 18:00 – 19:00.

Road closures, licences, notices, residents advised – ■.

Noted positive comments at the Christmas Fayre.

Barriers, temporary bus stop, Stagecoach to be advised – in hand with ■.

Request from BWIB to protect flowers around clock – marshall to be in place on night.

Palace car park open until 19:30.

Swanmore Wind Band – song sheet provided and QR code to be set up.

Refreshments/cups/juices/gazebos – in hand with ■.

Card payment facility and lights – in hand with ■.

Set up of gazebos from 16:30 – road closure in place from 17:00.

5. Food Event 2025.

Working Group to meet in New Year – agenda item January meeting.

6. KidSTreat 2025.

■ provided a template and Management Plan – based on 2018 event and update in 2020 (event cancelled due to Covid).

Management Team agreed:

Event Coordinator – ■

Engagement Manager – ■

Services Manager – ■

Publicity Manager – ■

Layout & Resources Manager – ■

■ to send out doodle poll for Management Team meeting in January.

7. **Financial Report.**

Noted.

TT currently running at expenditure of £2.7k per year. Need for new sources of income/grants for 2025 onwards.

Income from advertising dried up.

Concern raised over non-receipt of newsletter – ■■■ to raise with ■■■.

8. **AOB.**

■■■ - PC What's On meeting scheduled for 16.12.24 – confirmation to follow; appointment of PC Events & Communications Marketing Manager.

■■■ – 16 new members of the Chamber of Trade; positive response to Christmas tree.

■■■ – Give & Take for 2025 – agenda item next meeting.

9. **Date of next meeting.**

Monday 13<sup>th</sup> January 2025, 17:30 at Giorgios.

Meeting closed at 18:45.

Actions Arising from meeting:

Subject	Action	Action by
Food event 2025	Working Group to meet/agenda item January	■■■
KidSTreat 2025	Management Team meeting/agenda item January	■■■
Non receipt of newsletter	To be raised with ■■■	■■■



## Community and Environment Committee – 27<sup>th</sup> January 2025

### Agenda Item 19 - Chairperson's Report - *for information*

Since our last meeting I have attended the following:

- Town Team Meeting x 2
- Town Team 'Singing in the Square'
- Councillors Surgery
- Community Partnership 'What's On' meeting
- Meon Valley Food Bank donation drop off
- Website working group meeting
- CEC agenda setting
- Full PC & P&H meetings

Councillor Jelf 20.01.25

## Bishop's Waltham Town Team

Monday 13th January 2025, 17:30 at Giorgio's Restaurant

### Minutes

#### 1. Apologies for absence. [REDACTED]

Present: [REDACTED]  
[REDACTED]

#### 2. Matters arising from minutes of the meeting held on 09/12/24.:

- [REDACTED] reported on the success of the Reindeer Trail. It was noted however that some of the outlets' staff were unaware of it and so unhelpful when the winning children arrived to claim their reindeer.

#### 3. Update on actions from last meeting:

i) Food Event 2025 – agenda item.

ii) KidSTreat 2025 – agenda item.

iii) Non-receipt of newsletter – update from SB/JG.

- [REDACTED] reported that there was no obvious reason that people had dropped off the distribution list. [REDACTED] arranged a FB post in December publicizing the ENews and suggesting people sign up again if they've not received it for a while. The statistics show that we had more sign-ups than normal after this post. A similar post will be made on BW Whats On this month.

#### 4. Singing in the Square – review.

- [REDACTED] reported that the event had drawn over 300 people and that it had proved very popular and all were agreed that it should be repeated in 2025. It had been reported that the band was difficult to hear at the back and round the corner. This should be remedied for 2025 as should the temperature of the [REDACTED]! [REDACTED] reported that the 'bar' had generated income of £270 approx. It was generally felt that a further carol should be added to the Christmas songs for 2025. It was noted that The Crown did a roaring trade after the event. It might be worth approaching them to see if they'd be interested in sponsoring the event in 2025.

#### 5. Food Event 2025.

- The Food event team submitted their initial suggestions for the event – see attached paper. It was agreed a very good start, Discussion of income opportunities followed, [REDACTED] felt a straight fee would be most effective. It was agreed that any further detailed discussion should involve representative(s) from the High Street

traders/CoT. The team proposed that the event should be open to only local traders and suppliers.

**6. KidSTreat 2025.**

- [REDACTED] confirmed the planning schedule based on previous KidsTreat events and Henry 8 experience. All roles are allocated and initial detailed planning meeting arranged for Wed 15 Jan chez lui. [REDACTED] proposed that the age range should be extended from 13 yrs old to 15. All agreed.

**7. Bishop's Waltham Summer Fayre 14.6.25.**

- [REDACTED] suggested that it would be wise to book a space at the Rotary Summer Fayre as it will offer a great opportunity to publicise KidsTreat event 2 weeks later. All agreed. [REDACTED] will book pitch – note £20 fee.

**8. Financial Report – SM.**

- [REDACTED] offered a relatively healthy account (see attached). He reported that we are currently spending circa £200 each month on IT, Social medial etc. [REDACTED] pointed out that we are committed to this service to the community as much as to events. Discussion followed re new revenue streams – G&T, grants, bucket collections etc. [REDACTED] suggested that small grants may be increasingly difficult to access due to CC funding crisis. [REDACTED] asked about any bank charges. [REDACTED] was pleased to report that currently there have been none.

**9. AOB. 10.Date of next meeting.**

- 10<sup>TH</sup> Feb 2025