



SHAVINGTON  
CUM  
GRE<sup>STY</sup>

**Shavington-cum-Gresty Council  
Parish Council meeting**

Main Road,  
Shavington, Crewe  
CW2 5DP

[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

16<sup>th</sup> June 2021

To: **Members of the Community and Engagement Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Community and Engagement Committee** to be held at **7:30PM** on **Wednesday 23<sup>rd</sup> June** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

*Please note this is a face to face meeting and numbers in the room are very limited due to ongoing Covid-19 restrictions. Any members of the public that wish to attend, please register with the clerk by emailing [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) by 3pm on Wednesday, 23<sup>rd</sup> June 2021.*

Your sincerely,

Simona Garner  
Parish Clerk

## AGENDA

1	To receive and consider apologies for absence
2	To elect the Chair and Deputy Chair
3	To note declarations of Members' interests
4	To confirm and sign the minutes of the Community and Engagement Committee Meeting hold on August 11 <sup>th</sup> , 2020 ( <b>attached</b> )
5	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>

<b>6</b>	To receive an update regarding the Village Festival event ( <b><i>attached</i></b> )
<b>7</b>	To consider relevant subjects to be included in the next Parish Council newsletter
<b>8</b>	To consider relevant subjects to be promoted on the Parish Council's social media channels
<b>9</b>	To receive and consider an update regard Shavington-cum-Gresty Remembrance Service
<b>10</b>	To receive and consider an update with regard to the Carol's at Christmas event
<b>11</b>	To note the date of the next Community and Engagement Committee Meeting – <b>October, 20<sup>th</sup> 2021</b>

**SHAVINGTON-CUM-GRESTY PARISH COUNCIL**

**MINUTES OF A MEETING OF THE COMMUNITY ENGAGEMENT COMMITTEE  
HELD ON 11 AUGUST 2020 IN SHAVINGTON VILLAGE HALL, SHAVINGTON**

<b>PRESENT:</b>	Councillor K Gibbs	Chairman
	Councillor G McIntyre Councillor R Moore	
	Mrs Judith McIntyre	Non-Parish Council Member

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**28 DECLARATION OF INTERESTS**

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

No declarations were made.

**29 MINUTES – 11 MARCH 2020**

**RESOLVED:** That the Minutes of the meeting held on 11 March 2020 be approved as a correct record.

**30 LAPTOP COMPUTER FOR COMMUNITY MANAGER**

Arrangements were being made to short-list and interview candidates for the post of Community Manager, with the intention that the post-holder would commence employment in mid-October 2020.

The Committee was invited to consider the purchase of an appropriate laptop computer for use by the post-holder.

Members agreed that this decision should await the appointment of the Community Manager who could express a preference for a certain type of laptop.

**RESOLVED:** That the Community Manager, when appointed, be consulted on the choice of laptop computer.

**31 EVENTS**

**31.1 Remembrance Sunday – 8 November 2020**

This had been added to the agenda for full Council on 2 September 2020, but Members were now invited to discuss the arrangements.

- As the newsletter was not due to be distributed for some time, a flyer advertising Remembrance Sunday should be prepared for delivery to each household.
- By mid-September a timeline of events was required.
- Arrangements should be published in the Village Voice.
- The Service Sheet used in 2019 should be used as the basis for the 2020 version.
- Arrangements should be publicised from the beginning of October 2020.
- The WI could provide refreshments if required; this would depend on any Covid-19 restrictions in place at that time.
- Social-distancing would need to be maintained and this would require taping on the ground.
- Scouts and Brownies to be invited to attend with an explanation that details would be provided at a later date.

- Road closure to be from 8.00 am to 12 noon.
- Amberon Ltd. had been booked for traffic management. The cost was £754.63 including VAT and cancellation could be made up to 24 hours prior to the event without incurring a charge.
- The service could be held on school grounds and videoed, with the service being projected onto a large screen; in these circumstances a marquee would need to be hired to protect the screen from the weather.
- The possibility of wreath-laying only was suggested in the event of the service being prohibited.

The Clerk suggested that a Task Group be set up to implement all the arrangements, but no decision was made.

**RESOLVED:** (a) That the first priority was to meet with the Reverend Rachael Griffiths and Reverend Den Harding, at the earliest opportunity, to agree the order of service;<sup>1</sup>and

(b) That, following that meeting, the items discussed above be finalised.

### **31.2 Carols at Christmas**

This event had been booked for Sunday, 20 December 2020 in the Village Hall. Members were asked to consider if any changes should be made at this time.

Under the Covid-19 restrictions, music and singing in an enclosed area was prohibited.

It was suggested that the Parish Council could purchase a Christmas tree, to be located in the church field (subject to Reverend Rachael Griffiths agreement).

**RESOLVED:** (a) That the Clerk obtain a quotation for a 20 ft Christmas tree; and

(b) That a meeting of this Committee be held in three weeks' time.

### **31.3 Best-Dressed House at Christmas**

There was only one entry for the 2019 Best-Dressed House at Christmas competition and the Committee was recommended to delete this from its annual calendar of events.

**RESOLVED:** That the 'Best-Dressed House at Christmas' competition be deleted from the calendar of events.

## **32 NEWSLETTER**

Members were invited to consider if there should be any specific items included in the next newsletter, other than the regular items and a Covid-19 update.

The Leaflet Team had confirmed that it has re-commenced its deliveries.

Members discussed the publication date for the next newsletter. If there was to be a December 2020 newsletter, this would need to be submitted to Brave Little Tank by mid-October to ensure that it could be delivered the first week in December.

The Clerk reported that there was currently no capacity to produce a newsletter. This would need to wait until the Community Manager was in post. In the meantime, individual flyers could be prepared to advertise Remembrance Sunday and Carols at Christmas.

## **33 NEW WEBSITE and WEBSITE ACCESSIBILITY**

Brave Little Tank was currently re-designing the website and was also carrying out an audit to test the accessibility of the new website. Following that, an accessibility statement would need to be prepared to demonstrate that the Parish Council could comply (or had a Plan of Action to

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<sup>1</sup> See Minute No.35

comply) with The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 which required public sector bodies to ensure reasonable adjustments are made to their websites so that they are accessible to people with various disabilities. The deadline date for compliance was 23 September 2020.

It was expected that the new website would be completed in early September 2020.

**34 BUDGET 2021-2022**

The Committee was invited to prepare budget proposals for 2021-2022 for consideration by the Finance Committee at its meeting on 28 October 2020<sup>2</sup>. The budget for the current year was provided.

**RESOLVED:** That the Committee consider budget suggestions after the September meeting.

**35 NEXT MEETING**

15 September 2020. The three local faith leaders to be invited to attend.

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<sup>2</sup> Subsequently deferred to 18 November 2020



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## Report Statement

Meeting: Community and Engagement Committee,  
23.06.2021

Report Purpose: To provide an update with regard to the Village Festival

Version Control: v0

Author: Clerk

### 1. Report Summary

The report provides an update with regards to the Village Festival and outlines financial implication to sponsor the event and have a presence on the day.

### 2. Background

Shavington Village Festival first started back in 1976, to celebrate the Queen's Silver Jubilee. A Committee was set up to organise a Village Festival in the summer of 1977, and from the outset, the Committee decided that the prime objective of the Festival would be to create the opportunity for local organisations to raise funds, usually by running a stall. It was a successful event and so popular that it had continued for over 40 years.

### 3. Position

To support the event, Shavington-cum-Gresty Parish Council resolved to sponsor the Traffic Management cost up to £800 (*Parish Council meeting, April 7<sup>th</sup>, 2021*).

A quote was received and accepted from Amberon TM, for the value of £627+VAT. Details of Traffic Management service required for the day, and submission of all the necessary documentations to the competent Authority are outside the scope of the sponsorship and will be dealt by the event organisers.

On June, 9<sup>th</sup> Members resolved to have a presence on the day of the event and to delegate the Clerk to proceed with the operational arrangements for the day.

Since then:

- The Village Festival booking form was filled and sent
- Amberon TM was paid
- Brave Little Tank has been asked to design: 2 ScG branded banner, 4 One identity branded banner, A3 village map
- 500 metal badge pins with the One identity logo have been ordered
- 12 green t-shirt for volunteers were ordered
- 12 blue t-shirt for Cllr were ordered
- Cllr Jones agreed to lend a gazebo for the day
- Newsletters were distributed with promotional articles for the Village Festival



**4. Sustainability Impact**

The event has an environmental impact, in line with equivalent events.

**5. Community Impact**

Positive: greater community engagement

**6. Governance**

Shavington-cum-Gresty Parish Council budget 2021/22

**7. Financial Impact**

Within the allocated budget

**8. Resource Impact**

Officers time. Clerk to supervise and manage.

**9. Consideration Sought**

To note the report



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