



SHAVINGTON
CUM
GRE^{STY}

**Shavington-cum-Gresty Council
Community and Engagement
Committee meeting**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

16th September 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 22nd September** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

Any members of the public that wish to attend, please register with the clerk by emailing clerk@shavingtononline.co.uk by 3pm on Wednesday 22nd September 2021.

Your sincerely,

Simona Garnero
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Community and Engagement Committee Meeting hold on June 23 rd 2021 (attached)
4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
5	To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community

6	To consider relevant subjects to be included in the next Parish Council newsletter
7	To consider relevant subjects to be promoted on the Parish Council's social media channels
8	To receive an update regard Shavington-cum-Gresty Remembrance Service and to consider a proposal to buy lamppost poppies to be displayed in the Village (attached)
9	To receive and consider an update with regard to the Christmas in Shavington-cum-Gresty project
11	To consider a proposal from the Village Festival Committee with regards to the Queens Platinum Jubilee (attached)
12	To consider a draft plan for Shavington-cum-Gresty events 2022/23 (to follow)
13	To consider and inform the budget setting process for 2022/23 financial year (attached)
14	To note the date of the next Community and Engagement Committee Meeting – December, 8th 2021

Shavington-cum-Gresty Council
Community and Engagement Committee Meeting
 Main Road,
 Shavington, Crewe
 CW2 5DP



MINUTES of the meeting held on
Wednesday 23rd June 2021

In attendance: Cllr B Gibbs, Cllr K Gibbs, Cllr Jones, Cllr G McIntyre
 J McIntyre, S Randle

ScG CE/21/1/1	<i>To receive apologies for absence</i>
	Apologies were received and accepted from Cllr Moore
ScG CE/21/1/2	<i>To elect the Chair and Deputy Chair</i>
	Cllr K Gibbs and Cllr Jones were elected Chair and Deputy Chair respectively
ScG CE/21/1/3	<i>To note declarations of Members' interests</i>
	No declaration was made
ScG CE/21/1/4	<i>To confirm and sign the minutes of the Community and Engagement Committee Meeting held on August 11th, 2020</i>
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG CE/21/1/5	<i>Public Participation</i>
	None.
ScG CE/21/1/6	<i>To receive an update regarding the Village Festival event</i>
	Members NOTED the report from the Clerk. It was NOTED : - That a schedule of the day should be created with Members' availability to man the Parish' stall (two shifts: 11:00-13:30 and 13:30-16:00 hrs) - That former Cllr Andrews should be asked for help to set up and de-rig the stall - That a photographer should be contracted for the day (12:00-16:00 hrs) It was NOTED that the next Community and Engagement Committee will discuss proposals to host Queen's Platinum Jubilee celebrations in the Village.
ScG CE/21/1/7	<i>To consider relevant subjects to be included in the next Parish Council newsletter</i>
	RESOLVED: that the following subjects are to be included in the next Parish Council

	<p>Newsletter (September):</p> <ul style="list-style-type: none"> - Map of the Village with defibrillators - Update from the Clerk - Adv Remembrance Service – DIY poppy - Adv Halloween – Heroes are coming! - Adv Christmas - Call for action: let us know you plan for Christmas - Article Village Festival 2021 - Boundary - Piece from PCSO about ASB - Old-Coop and 140, Main road: article - Historical Shavington: did you know? - Walks in the Village - Adv Village Hall <p>RESOLVED: that a recommendation is made to the Parish Council to consider a proposal to support and sponsor the Pumpkin Heroes event organised by St Mark's Church.</p>
ScG CE/21/1/8	<p>To consider relevant subjects to be promoted on the Parish Council's social media channels</p> <p>It was NOTED to contact the Clerk if any subject of interest arises.</p>
ScG CE/21/1/9	<p>To receive and consider an update regard Shavington-cum-Gresty Remembrance Service</p> <p>RESOLVED: that plans for the 2021 Service should be consistent with what delivered in 2020 and that the Clerk is asked to consider feasibility of having a parade prior the service. It was also agreed to work with Ms Randle to design and deliver a video with local young voices group.</p>
ScG CE/21/1/10	<p>To receive and consider an update with regard to the Carol's at Christmas event</p> <p>RESOLVED: that the "Event 4 Christmas/Winter" (cost centre "Events", cost code 82) budget is allocated to support marketing activities to promote Christmas events in the Villages organised by community groups. That the Clerk will investigate costs for a Christmas tree and Christmas lights outside the Village Hall and will provide a report to the Parish Council for consideration.</p>
ScG CE/21/1/11	<p>To note the date of the next Community and Engagement Committee Meeting – September 15th 2020</p> <p>Members NOTED the date of the next meeting</p>

Meeting Closed at 21:33 hrs

Chair: K Gibbs

Clerk: S Garner



SHAVINGTON
CUM
GRESTY

Report Statement

Meeting: Community and Engagement Committee,
22.09.2021

Report Purpose: To provide an update with regards to the Shavington-cum-Gresty Remembrance Service

Version Control: v0

Author: Clerk

1. Report Summary

The report provides an update with regards to the Shavington-cum-Gresty Remembrance Service 2021.

2. Background

On June 2021, Members agreed that plans for the 2021 Service should be consistent with what delivered in 2020.

3. Position

Since her start, the Community Manager has taken the lead of the project. Below an update of what achieved so far:

- a. ESAG: the Event Safety Advisory Group has been notified of the event
- b. Traffic management: three suppliers were contacted for a quote. Only two quotes were received. BATML has been appointed as traffic management company for the day (£495+VAT)
- c. Road closure request: submitted
- d. Live streaming: Four suppliers were contacted for a quote for the service. The Community Manager is still awaiting all quotes to come back
- e. Service: a meeting was held to discuss the service
- f. Service sheet: review of the sheet is undergoing. Design still to be done.
- g. Banner: still to be done

Earlier in July, the Clerk was contacted by RBL to discuss the opportunity to purchase lamppost poppies to be displayed around the Village. Each poppy would cost £3 and would support the Poppy Appeal campaign.



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.

9. Conclusion

Members are asked to note the report and to consider if they wish to purchase lamppost poppies to be displayed around the village.

10. Consideration Sought

To note the report that Officers are instructed to purchase lamppost poppies.



BLANK



SHAVINGTON
CUM
GRESTY

Report Statement

Meeting: Community and Engagement Committee,
22.09.2021

Report Purpose: To provide an update with regards to the Shavington Village Festival Committee's Queen Jubilee proposal

Version Control: v0

Author: Clerk

1. Report Summary

The report provides an update with regards to the Shavington Village Festival Committee proposal for the 2022 Queen Jubilee.

2. Background

On August 2021, Shavington Village Festival Committee shared a proposal for a calendar of events to celebrate the Queen Jubilee in Shavington.

3. Position

The proposal is attached in Annex 1.

Members are asked to consider if they wish to allocate a budget to support the calendar of events run by the Committee and inform the budget setting accordingly.

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 setting 2022/23

7. Financial Impact

To be defined

8. Resource Impact

Officers time, in-kind support

9. Conclusion

Members are asked to note the report and to consider the following:

- a. Agree to sponsor the calendar of events run by SVFC and to inform the budget setting accordingly

- b. Agree not to sponsor the calendar of events run by SVFC

10. Consideration Sought

To note the report and allocate a budget for the event next year





SHAVINGTON
CUM
GRESTY

ANNEX 1

75 Dig Lane
Wybunbury
Cheshire CW5 7EY
Email: Angelasnell9@gmail.com

22nd August 2021

Dear Simone

As you will already be aware 2022 will be the Queens Platinum Jubilee and Shavington Village Festival Committee would like to celebrate this occasion by holding two events.

- A Jubilee concert to be held on Saturday 23rd April 2022 which we are considering a large marquee on the Village Hall car park on the similar lines to the one we planned last year which had to be cancelled.
- A Festival on Saturday 4th June 2022 the main celebration of the Platinum Jubilee to involve all local organizations and churches. We would like to use the school car park and the road closing like this year which was a great success.

We would appreciate any support from the Parish Council and any funding for the two events.

Hopefully we have notified you early enough to discuss at your next meeting

Of course all the above will have to be organised within the Covid guidelines

Yours sincerely



BLANK



Report Statement

Meeting: Community and Engagement Committee
22.09.2021

Report Purpose: To inform the budget 2022/23 process

Version Control: v1

Author: Clerk

1. Report Summary

The purpose of this report is to present for Members' consideration, comments and recommendation the draft 2022/23 Staffing budget from the Community and Engagement Committee.

2. Background

- Members approved the Budget Setting Schedule for the setting of the Council's 2022/23 Budget at the Full Parish Council meeting on July, 7th 2020
- The Budget Setting Schedule provided the timeframe for the setting of the budgets and the reporting of the draft budget to the various Committees of the Council
- The draft 2022/23 Community and Engagement Committee Budget is set out in this report and the attached appendix for Members' consideration
- The draft 2022/23 Community and Engagement Committee Budget has been developed in line with the key principles of the Parish Council to actively engage with the local residents and boost and support events and activities in the Village

3. Position

- The detailed draft 2022/23 Community and Engagement Budget is attached at Appendix 1 for Members' consideration
- Members will note that the attached draft budget figures include references to the 2021/22 Community and Engagement budget. These are shared to enable Members to take these figures into account, in their consideration of the draft 2022/23 budget proposals
- Cost centre Event 2 and Event 3 have been merged into Community Events line.
- A cost centre Queen Jubilee has been included (item 11)
- The Christmas budget has been increased to £5,000 – to cover the cost of a Christmas Lights Switch on (still to be discussed)



4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation
Shavington-cum-Gresty Parish Council Budget Setting Schedule

5. Financial Impact

The financial implications for the Council are fully set out in the report.

6. Wards Affected

Community and Engagement Committee

7. Consideration Sought

It is recommended that Members consider the attached draft 2022/23 Community and Engagement Budget, and provide comments, feedback or proposed amendments in order to make their onwards recommendation to the Parish Council as defined by the Budget Setting Schedule.



SHAVINGTON
CUM
GRESTY

APPENDIX 1

		2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Draft Budget Income
Community and Engagement Committee					
Communication					
	Newsletter: design, printing and delivery	£10,400.00		£11,000.00	
	General Parish Council design and	£2,500.00		£3,000.00	
	Social media marketing			£500.00	
	SUB TOTAL	£12,900.00	£0.00	£14,500.00	£0.00
Events					
	Event 1 - Village Festival	£1,700.00		£1,700.00	
	Event 2	£1,500.00			
	Event 3	£1,500.00			
	Event 4 - Christmas/Winter	£1,600.00		£5,000.00	
	Event 5 - Remembrance Service	£4,500.00		£4,500.00	
	Queen Jubilee event calendar			£1,000.00	
	Community events			£3,000.00	
	SUB TOTAL	£10,800.00	£0.00	£15,200.00	£0.00
	COMMITTEE SUB TOTAL	£23,700.00	£0.00	£29,700.00	£0.00



NOTE – IF ODD No. OF PAGES, ADD ANOTHER PAGE AND CLEARLY MARK to facilitate collating of printed agenda packs–

BLANK
