



SHAVINGTON
CUM
GRE^{STY}

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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

7 December 2023

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

Dear Councillor,

You are summoned to attend the extraordinary meeting of the **Community and Engagement Committee** to be held at **7:30PM** on **Wednesday 13 December** at **Shavington-cum-Gresty Village Hall, upstairs office room, Main Rd, Shavington, CW2 5DP.**

Please note: any person who may find difficulty in access the meeting room upstairs due to mobility impairments is asked to advise the Clerk by email clerk@shavingtononline.co.uk or phone 01270 42 11 25 at least 24 hours before the meeting so that every effort may be made to provide access.

Your sincerely,

Simona Garner
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 held on 30 August 2023 (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 receive and consider the YTD financial position of the Community and Engagement Committee (attached)
7	To receive and consider a proposal for a virement recommendation to cover the cost of refurbishment of the Parish Roll of Honour (attached)
8	To receive the post-event report on the Remembrance Service 2023 (attached)
9	To receive and consider an update on the IMPACT project (attached)
10	To receive and consider the yearly content schedule for the Parish Newsletter in 2024 (attached)
11	To receive and consider a proposal for the D-Day event in 2024 (to follow)
12	To receive an update on the Carol Christmas event scheduled on Sat 23 December
13	To note the date of the next Community and Engagement Committee Meeting – 13 March 2024 – 7:30PM

Shavington-cum-Gresty Council
Community & Engagement Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on **Wednesday 30 August 2023**

In attendance: Cllrs Cruickshank, B Gibbs, K Gibbs, R Jones, S Jones, McHugh, G McIntyre

Sara Randle, J McIntyre

ScG CE/23/03/1	To receive and consider apologies for absence
	No apologise were received.
ScG CE/23/03/2	To note declarations of Members' interests
	No declaration of interest was raised.
ScG CE/23/03/3	To confirm and sign the minutes of the Community and Engagement Committee Meeting held on 26 July 2023
	RESOLVED: that the minutes of the previous meeting are approved and signed as an accurate record.
ScG CE/23/03/4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
ScG CE/23/03/5	To receive and consider the YTD financial position of the Community and Engagement Committee

	<p>The Clerk updated Councillors with regards to the YTD finance position of the Committee.</p> <p>Councillors NOTED the report.</p>
ScG CE/23/03/6	<p>To receive and consider an update with regards to the plans for the Shavington-cum-Gresty Remembrance Service 2023</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the Community Manger is instructed to purchase further 150 crosses (total 200) from the Remembrance budget, to be available prior to the event for community use</p> <p>RESOLVED: that a recommendation is made to Full Council to approve a virement for £200 from the cost centre Village Festival toward the Remembrance Service budget to support the purchase of crosses to be distributed at the Service.</p> <p>RESOLVED: that plans are approved as detailed in section a) of the report.</p> <p>RESOLVED: that, if no Live Stream supplier is available or affordable, the Community Manager is required to deliver the streaming in house. Members are aware that the quality might not be the same of previous years, and of any risks of technical issues, and delay.</p>
ScG CE/23/03/7	<p>To receive and consider an update with regards to the plans for Shavington-cum-Gresty Christmas Events 2023</p>
	<p>The Community Manager briefed Councillors with regards to the Christmas Event programme 2023.</p> <p>Councillors NOTED the update.</p> <p>It was NOTED that Cllrs R Jones, S Jones, G McIntyre, S Randle, L Buchanan, R Hancock, M Fergusson (half day only) P McHugh, K Cruickshank agreed to volunteer on the day of 3 December 2023 for the Santa event.</p> <p>RESOLVED: that each child will be charged £5 to access the event. The ticket will include a present from Santa, free drink for the child and Christmas experience.</p> <p>RESOLVED: that a recommendation is made to Full Council to approve a virement for £77 from the cost centre Village Festival toward the Christmas/Winter budget to support the event costs.</p>
ScG CE/23/03/8	<p>To consider relevant subjects to be included in the next Parish Council newsletter and date for the December edition</p>

	<p>The Community Manager briefed Councillors with regards to the item.</p> <p>RESOLVED: that the following subjects will be included in the next Parish Council newsletter:</p> <ul style="list-style-type: none"> a. Interview/plan garden for planters b. Remembrance service retrospective c. Old School article d. Winter walk (to be confirmed) e. Detailed map of the parish f. ASB community costs g. Impact h. Clean team i. Carol event advert j. Organisation focus: Scouts/Beavers/Cubs
ScG CE/23/03/9	<p>To receive and consider a proposal for the establishment of a Social Media Team working group</p> <p>To receive and consider a proposal to delegate officers to review the rules of the ShavingtonOnline Facebook group as needed, subject to reporting justification to the next Committee meeting</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the Social Media Working Group is established and that the Terms of Reference of the Group are approved subject to the following amendment:</p> <ul style="list-style-type: none"> • ShavingtonOnline group (not page) <p>RESOLVED: that the following Councillors will sit on the Social Media Working Group: Cllrs Cruickshank, R Jones and McHugh together with administrators and editors of the ShavingtonOnline Group</p>
ScG CE/23/03/10	<p>To consider and inform the budget setting process for 2024/25 financial year</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the Community & Engagement DRAFT budget for the forthcoming financial year is approved and recommended to Finance & Strategy Committee</p>
ScG CE/23/03/11	<p>To receive and consider the following policy:</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Parish Council Micro and Small Grant Policy

	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the Shavington-cum-Gresty Parish Council Micro and Small Grant Policy is recommended to Full Council for approval.</p>
ScG CE/23/03/12	To receive and consider proposals for D-Day 2024
	<p>The Community Manager briefed Councillors on the item.</p> <p>Councillors NOTED the brief.</p> <p>RESOLVED: that the Committee agreed to plan and deliver an event to celebrate the D-Day 2024. That the Community Manager is asked to present options to be considered at the December meeting.</p> <p>RESOLVED: that Standing Orders are suspended, and the meeting is continued¹</p>
ScG CE/23/03/13	To note the date of the next Community and Engagement Committee Meeting – 13 December 2023 – 7:30PM
	<p>Councillors NOTED the date of the next Community & Engagement Committee meeting.</p>

Meeting Closed at 2107 hrs

Chair: Cllr K Gibbs

Clerk: S Garnero

¹ Hrs 21:01

Summary of Receipts and Payments

Cost Centre 3

Community & Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				12,400.00	7,204.48	5,195.52	5,195.52 (41%)
21	General Parish Council design a				3,700.00	1,103.60	2,596.40	2,596.40 (70%)
22	PC/VH subscription and adv				1,500.00		1,500.00	1,500.00 (100%)
23	Village Festival				323.00	323.00		(0%)
24	Christmas/Winter event				3,177.00	1,016.72	2,160.28	2,160.28 (68%)
25	Remembrance Service				4,700.00	3,807.47	892.53	892.53 (18%)
26	Community events				1,150.00	190.00	960.00	960.00 (83%)
49	Small Grant Scheme				100.00	40.00	60.00	60.00 (60%)
55	#QueenBee fund		4,146.56	4,146.56				4,146.56 (N/A)
58	Engagement and Promotion				3,300.00	1,855.84	1,444.16	1,444.16 (43%)
61	Civic events				2,600.00	2,170.62	429.38	429.38 (16%)
SUB TOTAL			4,146.56	4,146.56	32,950.00	17,711.73	15,238.27	19,384.83 (58%)

Summary

NET TOTAL		4,146.56	4,146.56	32,950.00	17,711.73	15,238.27	19,384.83 (58%)
V.A.T.					2,168.15		
GROSS TOTAL		4,146.56			19,879.88		



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Report Statement

Meeting: Community & Engagement Committee
13 December 2023

Report Purpose: To receive and consider proposals for refurbishment of Roll of Honour

Version Control: v1

Author: Sara Randle

1. Report Summary

The report details information to consider for the refurbishment of the Roll of Honour memorial outside Shavington-cum-Gresty Village Hall

2. Background

The Roll of Honour memorial is situated in the gardens of Shavington-cum-Gresty Village Hall. In 2023 Mark Potts, Local Historian, contacted the Parish Council to inform them that four names had been omitted from the memorial. The committee will need to consider the action to be taken.

3. Position

Members are asked to consider proposals for updating the Roll of Honour with the Four additional names.

4. Equality Impact

Neutral.

5. Community Impact

Positive. Actions included in this report will validate positive community engagement.

6. Governance

Shavington-cum-Gresty Parish Council Community & Engagement Committee.

7. Financial Impact

The financial impact will be from elements of the C&E budget.

8. Resource Impact

Financial and staffing impact.

9. Consultation/Engagement

n/a

10. Parish Area Affected

All Parish residents and community groups.

11. Conclusions

Member are asked to note the report and consider the options.

12. Consideration Sought

That members consider the proposal and agree to the updated Roll of Honour. That Members consider making a recommendation to the Full Parish Council for a Virement from the Civic Event budget and from Remembrance Event budget to be placed towards this cost.

Roll of Honour

The cost for a new Roll of Honour with all names included will be £1317.50. There is no option to refurbish the existing stone as the face is curved and removing layers of granite will only work on a flat surface. This is specialised work undertaken by a local stonemason.

<i>Cost</i>	
£1317.50	<i>New Memorial Stone</i>
£892	<i>Left in Remembrance 2022/23 budget</i>
£429	<i>Left in Civic Event Budget</i>

There is £429 left from the Civic Event Budget 2023/24 and £892 left from the Remembrance budget 2023/24



The four names to be added to the Roll of Honour are:

- Charles Alfred King
- Charles Baker
- William Henry Hughes
- James Gresty



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Report Statement

Meeting: Community & Engagement Committee
13 December 2023

Report Purpose: To receive a post-event report on the Remembrance Service 2023

Version Control: v1

Author: Sara Randle

1. Report Summary

The report details and evaluation of the Remembrance service 2023

2. Background

Shavington-cum-Gresty Parish Council organises the Parish Remembrance service every year. Members have asked for all ScG Council events to be evaluated and reviewed.

3. Position

Members are asked to note the evaluation.

4. Equality Impact

Neutral.

5. Community Impact

Positive. Actions included in this report will validate positive community engagement.

6. Governance

Shavington-cum-Gresty Parish Council Community & Engagement Committee.

7. Financial Impact

The financial impact will be from the C&E budget which will need allocation in the 2023/24 budget.

8. Resource Impact

Financial and staffing impact requirements in 2024 budget

9. Consultation/Engagement

n/a



10. Parish Area Affected

All Parish residents and community groups.

11. Conclusions

Members are asked to note the report and consider suggestions for next year's service.

12. Consideration Sought

That members note the report and considerations for next year's service.

Costs

The budget allocation for the service was £4,700

Action	Cost
Bugler	£50.00
Video/audio streaming	£1,000.00
Remembrance Service booklet printed	£521.58
Remembrance Service booklet distributed	£339.00
Banner	£148.76
Photographer	£180.00
Wooden crosses	£200.00
Traffic management	£495.00
FN Design	£900.00

TOTAL £3,834.34

Booklets were delivered to all households in the Parish week beginning 23 October.
Attendance at the event was approx. 225 people (including Scouts/Brownie groups)
Cost per head of event actual attendance £17.04

Live Stream Review

The cost of the Live stream was £1000

Total views/reactions:

20 Viewers watched Live at the time of broadcast

904 people reached

21 Viewer reactions

Suggested considerations for 2024 service

- As wreaths are laid an announcement to be made of who the wreath is being laid on behalf.
- Scout parade disassemble on the car park to avoid congestion.



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Report Statement

Meeting: Community and Engagement Committee
13 December 2023

Report Purpose: To receive an update on Impact Project 2023/24

Version Control: v1

Author: Sara Randle

1. Report Summary

The report details the work completed for the Impact project so far.

2. Background

Shavington-cum-Gresty Parish Council successfully applied for £10,000 of funding from the National Lottery Community Project towards the project 'IMPACT- every leaf counts.'

The 'IMPACT – every leaf counts' project aim is to create and enhance the biodiversity in the area with an emphasis on improving pollinator habitats, and to raise awareness and empower residents with taking ownership of green spaces in the parish.

The project has 5 strands to it which are:

- **Leaf 1:** Revamp existing green spaces with pollinator-friendly plants
- **Leaf 2:** Converting disused phone kiosks into community vertical herb gardens;
- **Leaf 3:** Establish a group of volunteers to look after green areas in the parish; and
- **Leaf 4:** Cultivate environmental awareness with a series of garden coffee meetings.
- **Leaf 5:** Promote opportunities for people to meet and connect with others who share similar interests or values, to help build social networks and strengthen relationships within the community.

3. Position

Members are asked to note the project work undertaken.

4. Equality Impact

Neutral.

5. Community Impact

Positive. Actions included in this report will validate positive community engagement.



6. Governance

Shavington-cum-Gresty Parish Council Environment & Recreation Committee.

7. Financial Impact

The financial impact will be from the National Lottery Funding Award

8. Resource Impact

Staffing impact requirements.

9. Consultation/Engagement

n/a

10. Parish Area Affected

All Parish residents and community groups.

11. Conclusions

Member are asked to note the report.

12. Consideration Sought

No consideration to be sought. This is just an update of progress.



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Impact Project Update

Leaf 1: revamp existing green spaces with pollinator-friendly plants



Gresty area has 3 new flowerbeds installed-This included the reinstallation of 2 existing ones that had not been maintained by CEC plus a new small wildflower area seeded. Flower beds have been fully planted with perennials and spring bulbs. ScG PC worked with volunteers from Keltbrey, Hickory's Smoke House staff and Cheshire Wildlife trust to ensure complete restoration of flowerbed area, plant with pollinators and native plants to encourage insects and wildlife as well as improving the

aesthetics of the once overgrown area. <https://www.youtube.com/watch?v=RHSRTH1iMZI>



Leaf 2: converting disused phone kiosks into community vertical herb gardens;

Quotes sought and tender awarded to GLH. Work due to commence Jan 2024

Leaf 3: establish a group of volunteers to look after green areas in the parish;



Community groups are now taking care of a number of flowerbeds with Andi (grown maintenance) still overall responsible.

Old Co-Op flowerbed planted winter bedding (supplied from National Lottery budget)& spring bulbs maintained by WI

Scouts maintain 2 tubs outside scout hut & have planted bulbs in these (supplied from National Lottery budget)

Brownies maintain tub outside SPS & are to plant bulbs in this (supplied from National Lottery budget)

SPS maintain #Queenbee flowerbed & have planted with winter bedding & spring bulbs (supplied from National Lottery budget)

Hickory's staff assisted with planting & upkeep of Gresty flowerbeds. (supplied from National Lottery budget)

Call for help to plant bulbs and has generated some volunteers to help with spring bulb planting in Nisa Flowerbeds and in Co-Op flowerbeds



Leaf 4: Cultivate environmental awareness with a series of garden coffee meetings.

These are still in planning with potential for Herbalist/Mosaic session and Session from Cheshire Wildlife planning underway

Dates secured for these meetings are:

- Sunday 28th January 2pm Cheshire Wildlife Trust
- Sunday 11th February 2pm Herbs for Health
- Sunday 27th March - TBC



Leaf 5: Promote opportunities for people to meet and connect with others who share similar interests or values, to help build social networks and strengthen relationships within the community.

Newsletter and Social Media posts used to update community on progress and focus of project with opportunities for community members to join in activities.



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Report Statement

Meeting: Community & Engagement Committee
13 December 2023

Report Purpose: To receive and consider proposals for the 2024 Parish Newsletter content

Version Control: v1

Author: Sara Randle

1. Report Summary

The report details a plan for the content of the 2024 Newsletters

2. Background

At the C&E meeting in September 2023 it was decided to consider a plan for the Parish Newsletter to ensure content delivery was recorded and that there was a

3. Position

Members are asked to consider the 2024 Newsletter content plan.

4. Equality Impact

Neutral.

5. Community Impact

Positive. actions included in this report will validate positive community engagement.

6. Governance

Shavington-cum-Gresty Parish Council Community & Engagement Committee.

7. Financial Impact

The financial impact will not exceed the allocated Newsletter budget

8. Resource Impact

Financial and staffing impact.

9. Consultation/Engagement

n/a



10. Parish Area Affected

All Parish residents and community groups.

11. Conclusions

Members are asked to note the report and agree to the proposed plan for the newsletter content.

12. Consideration Sought

That a decision is made to allow the Community Manager and Clerk to proceed with the proposed plan for newsletter content going forward on the understanding that any additional items may be subject to inclusion/removal with the agreement from the Chair of the Community and Engagement Committee.

	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24
ScG PC Meeting Reports	Y	N	Y	Y	Y		
ScG Chairman's Annual Report	N	Y	N	N	N	Y	N
ScG PC Planning Applications	Y	Y	Y	Y	Y	Y	Y
Message from PCSO's	Y	Y	Y	Y (Waste Crime)	Y	TBC	TBC
Clean Team Update	Y	Y	Y	Year review	Y	Y	Y
Parish Council Updates	New Boundary		Parish Boundary	Parish Map with poi	Main Road Car Park	Mitigation Land	
	Main Rd Car Park				NALCC Award		
Parish Council Project Reports	Warm Places	Coronation Event	Impact	Impact	Impact	Impact	D-Day
	Christmas						
Village Events	SVFC Panto	Violet Lennon	Village Festival		SVFC Panto		Village Festival
			Parish Textile Map			Parish Textile Map	
Spotlight on Community Group			WI	Scouting	Girl Guiding	Festival Committee	SAS
Historical ScG	HMS Shavington		Old School (pt 1)	Old School (pt 2)	Old School (pt 3)		
Advertisement's for PC Amenities	Village Hall	Village Hall	Village Hall	Village Hall	Village Hall	Village Hall	Village Hall
		Allotments					
Advertisement for PC Events	Coronation	Jazz in Village	Remembrance	Carols	D-Day	D-Day	Remembrance
	Becoming a PC		Christmas Event				Carols
			Carols				
PC Walk Advert	PC Spring Walk	PC Summer Walk	PC Autumn Walk	PC Winter Walk	PC Spring Walk	PC Summer Walk	PC Autumn Walk
PC Walk Map	Y	Y	Y	Y	Y	Y	Y
Meet your PC	Y	Y	Y	Y	Y	Y	Y
PC Committees	Y	Y	Y	Y	Y	Y	Y
Craft	Y	Y	Y		Y		Y
Weekly What's On	Y	Y	Y	Y	Y	Y	Y
Local Contact Information (2 Pg)	Y	Y	Y	Y	Y	Y	Y

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