

MINUTES OF THE PUBLIC RELATIONS COMMITTEE MEETING HELD ON THURSDAY 15th OCTOBER 2015 at 8pm

Councillors:	S. Jackman (chairman)	C. Feetham (vice-chair)	P. Bolden*
	J. Browning	J. Devonald	B. Freeman
	A. Kaye*	J. Reynolds	J. Rushton

**non committee members*

Officers: E. Gough (Admin Assistant), J. Farr (Deputy Clerk)

Other: One member of press

18/15 Apologies for absence

Cllr Wingfield (Essex Playing Fields Assoc. AGM), Cllr Gode (bereavement)

19/15 Declarations of interest

None received.

20/15 Public participation session with respect to items on the agenda

There were no members of the public present.

21/15 To agree the minutes of the Public Relations meeting held on 16th July 2015

The minutes of the meeting held on 16th July 2015 were reviewed and agreed as a true record and signed by the chairman.

22/15 Clerk's Report

At the Open Forum following the Human Resources committee meeting on 24 September Cllr Kaye reported that he had attended the EALC AGM. Cllr Kaye found this a very informative meeting and recommended that all councillors should try to attend this event next year.

Cllr Sheila Jackman MBE attended the EALC AGM in her capacity as one of the two Vice Chairmen of the Association.

Local Council's Liaison Committee meeting to be held on Monday 16th November 2015 7.30pm at EFDC, Civic Offices, Epping – speaker Nick Alston the Police and Crime Commissioner (PCC).

23/15 Best Kept Allotment Competition

After consideration it was **PROPOSED** by Cllr Browning and seconded by Cllr Freeman to hold this event in 2016. The committee clerk to seek sponsorship for this competition.

AGREED – unanimous vote received.

24/15 Remembrance Day Arrangements

The arrangements for this year's Call to Remembrance on Sunday 8th November were noted. Cllrs Freeman and Kaye volunteered to Marshall this event.

25/15 Christmas Competitions

Judges have been appointed – Mayor of Epping Town Council (Cllr Michael Wright) and ex-Mayor of Epping Town Council (Cllr Barbara Scruton) together with PR Chairman Cllr Sheila Jackman. Prizes and certificates will be awarded to the winner, runner-up and highly commended categories.

Cllr Devonald reported that she was liaising with local schools on the Christmas picture competition. It has been arranged for the pictures to be displayed in Chipping Ongar Library. Cllr Devonald has arranged for an independent judge and sponsorship for the prizes.

26/15 Chairman's Coffee Morning

The arrangements for the coffee morning to be held in the Jubilee Park Pavilion on 2nd December 2015 were noted. David Grant and Jeff Banks will provide an update on the progress of the Ongar Academy.
AGREED – Mince pies, sausage rolls and tea/coffee to be provided.

27/15 EFDC Citizen and Young Citizen of the Year 2016

After consideration it was **AGREED** that the Council submit the suggested nominee for the EFDC Citizen of the Year Award 2015. Closing date for nominations Friday 27th November 2015.

28/15 Ongar Town Council Citizen and Young Citizen of the Year 2016

Closing date for nominations of both categories is 31st January 2016. Nomination forms for Young Citizen of the Year have been sent to all local schools.

29/15 Community Grants

The grant applications were considered.

AGREED

The Council will allocate grants to the following groups:-

Ongar Town Forum	£650
Ongar Allotment and Garden Society	£500

Emergency application for grants will be considered from surplus funds.

30/15 Community Engagement

AGREED – The Council will continue to provide Ongar News with press releases and articles to be included in each edition free of charge. The committee clerk to obtain costs from Ongar News for Ongar Town Council to include a four page pull-out in their publication quarterly.

31/15 Business Plan

The Public Relations committee business plan was reviewed.

AGREED – Recommend to Full Council to adopt this document.

32/15 Annual Town Meeting

AGREED – The Annual Town Meeting 2016 will be held in the Jubilee Park Pavilion, Love Lane on Thursday 28th April commencing 7.00pm. Light refreshments will be served. A local representative for Community Agents Essex will be invited to speak at this event.

33/15 Budget

The committee budget to 09.10.15 was noted.

34/15 Budget bids for 2016/17

AGREED

To recommend to Finance committee the 2016/17 draft budget.

The meeting closed at 9.15pm.

Signed

Chair of Public Relations Committee

Date