

**Minutes of a meeting of the
GENERAL PURPOSES COMMITTEE held on
Monday, 19th May 2008
In the Carriage Room, Freight House, Bradley Way, Rochford**

Committee Members Present: Cllrs Mrs C Cunningham, Mrs J Fern, Mrs H Glynn, Mrs A Heath, K Holmes, A James, R Mitchell and D Weir.

1) Elect Chairman:

Cllr Mrs Heath proposed Cllr Mrs Glynn be elected as Chairman. Cllr James seconded. There was a show of hands. All showed and the motion was carried.

2) Elect Vice Chairman:

Cllr Holmes proposed Cllr James be elected as Vice Chairman. All Members seconded and the motion was carried.

3) Apologies for non-attendance at meeting:

Cllrs V Leach (holiday), R Patient (holiday) and Mrs M Weir (holiday).

4) Declarations of interest:

There were no declarations of interest.

5) Minutes of the meeting of 14th April 2008:

The minutes of the meeting of 14th April 2008 were approved and accepted

6) Actions List Update:

The Clerk updated Members on the Actions List.

- **Village Plan:** No update. Meeting date still to be fixed.
- **CCTV Camera for White Hart Shops:** The Clerk reported he had requested, and is awaiting, prices and more information.
- **Seats:** Action ongoing.
- **Graffiti initiative in Magnolia:** Cllr Holmes recommended the Clerk make the arrangements to meet PCSO Hill and Cllr Holmes at Magnolia before the next Full Council meeting. All agreed.
- **Youth Project:** Action ongoing.
- **Bus shelters:** The Clerk reported slow progress and he may source an alternative Perspex supplier.
- **Christmas Lighting review:** The Chairman, Cllr Mrs Glynn reported that she and Cllr Patient had attended a Christmas Lighting meeting and she had spoken to the British Legion regarding erecting some lighting on their building. She suggested the Clerk write a letter to the British Legion to obtain confirmation of their agreement. All Members were in agreement. The Clerk to bring proposals to July Meeting.
- **Parish Identity Group:** Report at General Purposes meeting in July.
- **Village Fayre:** See Item 11 for update.

7) Financial Report – April Payments:

The Clerk reported Cost Centre 201 of £415.

8) Agree Operational Plan 2008-09:

Cllr Holmes recommended a review date be added to the Operational Plan for the Village Fayre.

Cllr Mrs Heath reported that an increasing number of heavy lorries were cutting through Rectory Road. Cllr Mrs Glynn replied that Cllr Mrs Weir as HPC rep on the Central Area Committee on 17th June 2008 could raise the matter there.

Cllr Holmes suggested an objective of working with the police on crime prevention be added to the Operational Plan.

It was proposed that the amendments to the Operational Plan be accepted. Cllr Mitchell seconded. All Members agreed.

9) Review General Purposes Budget and allocations within codes:

The Clerk went through the budget. It was asked to which code the monies for Christmas lighting was allocated under. The Clerk responded under code 4921 Capital Projects. Cllr Mitchell proposed the budget be accepted. Cllr Holmes seconded. All Members agreed.

10) Website Update (verbal update):

Cllr James informed Members the website was going live today and he had attended a training course that morning. He gave the website address of hawkwellparishcouncil.gov.org.uk. Cllr James went on to say the Full Council minutes had traditionally been posted on the website. He asked Members if they felt it would be useful to post all of the Standing Committee Minutes on the website. A discussion followed regarding private and confidential information and it was decided that Personnel Minutes would not be posted on the website. It was agreed that other Committee Minutes would be posted on the website but any accompanying letters would be excluded. All Members agreed. The Chairman, Cllr Mrs Glynn thanked Cllr James for his work.

11) Village Fete Update:

- The Chairman, Cllr Mrs Glynn gave notice of a meeting on 30th May 2008 at 2pm at the Parish office (or room behind, to be confirmed).
- A meeting had taken place the previous week where Members had been given a copy of pitch sizes and a programme of what was going to be in the arena starting at 12.15pm with Birds of Prey through to 4.30pm with the Air Cadets.
- A letter would be sent out to everyone that had requested a pitch giving them the times that they could arrive and where their vehicles could be parked.
- Roger Buxton was due to open the event
- Mark Francois would be invited to attend during the afternoon.
- One tent would be separated in two halves for people to put their things.
- Cllr Mrs Glynn had spoken to St John's Ambulance and reported they would now be in attendance.
- The Meeting scheduled for Tuesday, 27th May 2008 had been cancelled.
- A wooden mobile ramp had been sourced and a price was being awaited. The Scouts were happy with the ramp.
- It was asked if a donation was to be made to St John's Ambulance. Cllr Mrs Glynn confirmed a donation would be discussed for the Scouts, Air Cadets and St John's Ambulance at the meeting on 30th May 2008 and this would come out of the original £5K budget.
- The day before the event the gates into the park would be removed and put into store. Security would be in place on the night before the event.

- Disabled parking would be available on the field. The Farmer opposite St Mary's Church had offered parking in the road opposite the Church. There would be more parking in Lincoln Road compound. Cllr Mrs Glynn had had talks with Police and would be sending out letters to residents around Magnolia regarding parking.

12) ECC Request to erect temporary banners:

Members noted the ECC rules for erection of banners.

13) Summary of actions/decisions:

- **Graffiti initiative in Magnolia:** Parish Clerk to make arrangements to meet PCSO Hill and Cllr Holmes at Magnolia before the next Full Council meeting.
- **Christmas Lighting:** Parish Clerk to write a letter to the committee at the British Legion to ascertain confirmation of their agreement in erecting lighting on their wall.
- **Operational Plan:** Review date for Village Fayre and working with the police on crime prevention strategy to be added to the Operational Plan.
- **Website:** Committee Minutes (except Personnel Committee) to be posted on the website excluding any accompanying letters.

Chairman