



26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

COMMUNITY ENGAGEMENT & WELLBEING COMMITTEE

Minutes of a meeting on Monday, 20th June 2022 at 7.00 pm

Committee members present: Cllrs Palmer (Chair), Cockwill, Evans, Hall, Holt, Honeywill, Johnson, Morton, and Parnham

In attendance: Mrs Joanna Noles (Clerk) and Mrs Anna Macfadzean (Community Development Officer). One member of the public attended the meeting.

The meeting started at 7.02 pm.

01/22/23 Recording and filming of meetings

There was no request to record or film the meeting.

02/22/23 Apologies

Received and accepted from Cllr Gandhi.

03/22/23 Declarations of interest

No declarations of interest were received in relation to items on the agenda.

04/22/23 Election of Vice Chair

Cllr Johnson, having been proposed by Cllr Honeywill and seconded by Cllr Hall, was DULY ELECTED UNANIMOUSLY as Vice Chair of the Community Engagement & Wellbeing Committee for 2022-23.

05/22/23 Terms of Reference

The Terms of Reference for the Community Engagement & Wellbeing Committee, which had been circulated in advance of the meeting, were formally noted.

06/22/23 Minutes of the last Community Engagement and Wellbeing Committee Meeting

- **To approve the minutes from the Community Engagement and Wellbeing Committee held on 11th April 2022.**

The minutes of the Community Engagement and Wellbeing Committee's meeting on 11th April 2022, which had been previously circulated, were APPROVED BY MAJORITY (8 in favour 1 abstention) and signed by Cllr Palmer as an accurate record.

- **To note any matters outstanding which were not covered elsewhere on the agenda**

24/21/22 A meeting is planned between the Community Development Officer and a Parish Council volunteer regarding the installation of the Queen's Green Canopy Sign on Newcourt Green. **Action: Community Development Officer**

07/22/23 Minutes of the last Community Assets Meeting

The draft minutes for the Community Assets Committee meeting on 31st May 2022, which had been circulated in advance of the meeting, were noted. It was highlighted by Cllr Palmer that Grange Field is an example of a project which may fall within the remit of both committees.

08/22/23 Management Accounts and Community Engagement and Wellbeing budget

- **To review management accounts for Community Engagement and Wellbeing Projects and performance against the budget for 2022-23 as at 31st May 2022.**

The management account and budget for 2022-23 at 31st May 2022 were noted.

09/22/23 Working Groups

Membership and lead councillors for Community Engagement & Wellbeing Committee working groups were agreed as follows:

- **Community Involvement:** Cllrs Honeywill, Cockwill, Hall, Holt, Palmer and Parnham
- **CK Health Connect:** Cllrs Johnson, Gandhi, Hall and Honeywill
- **CK Youth:** Cllrs Johnson, Honeywill, Palmer and the Clerk
- **CK Futures:** Cllrs Parnham, Evans, Holt and Morton
- **Trees:** It was agreed UNANIMOUSLY that Trees would be a project within the CK Futures working group with the understanding that a separate working group could be set up in the future.
- **Community Grants:** The agreement of membership of this working group was deferred to the next meeting.

The new membership will be noted on the Action Plan. **Action: Community Development Officer**

10/22/23 Annual Action Plan

The latest version of the Annual Action Plan was noted and an update in relation to the various Working Groups provided as set out below. An amended version of the Action Plan, incorporating updates from this meeting will be circulated to Community Engagement and Wellbeing Committee members following the meeting. **Action: Community Development Officer**

1) Community Involvement (Cllr Honeywill)

a) Community/Public Open Meetings

Cllr Honeywill reported that the highlights from the Community Open Meeting and lessons identified had been previously discussed at the Communications Working Group.

b) Funded Events

Cllr Honeywill reported that feedback from the Summer Fayre (18th June) and the way forward for the Autumn Fayre (24th September) had been deferred until after the next Events Working Group meeting.

c) Events on Grange Field

Cllr Honeywill reported that the opportunity to share ideas for additional community events had been deferred until after the next Events Working Group meeting.

d) Charlton Kings Volunteers

Cllr Honeywill reported that the discussion of volunteer opportunities and an update on the website page had been deferred until after the next Communications Working Group meeting on 23rd June 2022.

Cllr Palmer thanked all involved in the Summer Fayre and Cllr Johnson reported that the stall holders were happy to have attended despite the inclement weather.

2) CK Health Connect (Cllr Johnson)

It was noted that a detailed written update on the Action Plan had been circulated in advance of the meeting.

a) Social Prescribing

Cllr Johnson reported that a working relationship with the social prescriber responsible for Charlton Kings is being developed.

She has facilitated a possible collaboration between the Charlton Kings Senior Citizens Welfare Committee and the Charlton Kings Community Allotment Plot. Volunteer Coordinators from both organisations have now met and are actively pursuing a collaboration.

c) Library Partnership

Cllr Johnson has been working closely with the Charlton Kings Library with positive outcomes, particularly in terms of volunteers for digital inclusion work.

e) Health Connect Directory

Cllr Palmer highlighted the positive interest in the Health Connect Directory at the Summer Fayre.

3) CK Youth (Cllr Johnson)

It was noted that a proposal from Inspire to Aspire has been requested for consideration at the next Full Council meeting on Monday 27th June 2022. Updates and further discussion of Working Group membership will be considered in due course.

4) CK Futures (Cllr Parnham and Cllr Evans)

It was noted that a detailed written update on the Action Plan had been circulated in advance of the meeting.

a) **Food Waste Campaign**

Cllr Evans reported that first CK Futures campaign had a high reliance on social media and was a stand-alone campaign. More integration with other Parish Council projects and more opportunities for active participation have been planned into the next campaign, We are Nature.

b) **We are Nature Campaign**

Cllr Evans explained that this campaign has links to both Rights of Way and Restoring Cheltenham's Escarpment Grasslands (RCEG). It was noted that the Community Development Officer is building a positive relationship with Gloucestershire Wildlife Trust which will support this campaign.

c) **Conscious Consumerism Campaign**

Cllr Parnham reported that this project is in the planning phase and Cllr Palmer suggested collaborating with textiles students at Balcarras School.

d) **CK Futures Monthly Talks**

Cllr Parnham reported that CK Futures talks have now paused until September when Patricia Thornley will give a talk on the Secret Life of Trees.

e) **Partner Events**

Cllr Parnham confirmed that the next assembly with Charlton Kings Junior School is scheduled for 28th June 2022.

f) **Eco Exchange**

Cllr Parnham reported that Borough Councillor Boyes has offered support regarding the Annecy Partnership.

g) **Social Media**

Cllr Parnham reported that that a new social media profile has been created for CK Futures to work alongside the Sustainable Charlton Kings group which is helpful for responsive posts on Facebook. The Parish Council now has the CKPC Facebook Page, a CKPC Staff Profile, a CK Futures Profile and the Sustainable Charlton Kings Group alongside Twitter and Instagram accounts for CKPC. This gives us a strong social media presence. Cllr Evans is using the CK Futures Profile to make responsive posts on matters of interest to CK Futures.

h) **Trees**

i) **Tree Planting with Cheltenham Borough Council**

The programme is in place for 2022.

ii) **National Tree Charter Day:**

Discussion was deferred as this is not until November.

iii) **Green Spaces Inventory:**

Discussion was deferred as there is no update.

iv) **Tree Guardians:**

Cllr Parnham is following this up with the volunteer leading the project.

Action: Cllr Parnham

v) **Queen's Platinum Jubilee:**

The Community Development Officer will arrange for the sign to be installed on Newcourt Green. **Action Community Development Officer**

11/22/23 Financial Matters

There were no items of expenditure to be considered at this meeting.

12/22/23 Fundraising

The Clerk reminded the Committee that if a Councillor wishes to propose a project to be funded externally they must first complete a project proposal form. There are three possible projects on the schedule but no project proposal forms at this time.

Cllr Parnham will liaise with Cllr Munro on the suggestion of an Environmental Education Project. **Action: Cllr Parnham**

13/22/23 Grant-making

It was noted that in the Community Assets Committee Meeting on 31st May 2022 it was agreed that a recommendation would be made to the Full Council Meeting on 27th June that a Working Group is set up to review the criteria and process for making Community Grants. The intention would be that the Working Group would report to the Full Council meeting on 25th July 2022.

14/22/23 Any other business

There was no other business.

15/22/23 Date of next meeting – The next meeting will take place at 7.00 pm on Monday, 8th August 2022.

The meeting closed at 7.53 pm

Date of next meeting: Monday, 8th August 2022.

These minutes are subject to approval at the next Committee meeting. Minutes prepared by the Community Development Officer and overseen by the Clerk to the Council 01242 250087 or clerk@charltonkingsparishcouncil.gov.uk