

## Report To Nash Mills Parish Council

<b>Working Group Name</b>	NMPC Annual Forum 2022
<b>Meeting Held (Date)</b>	18 May 2022
<b>Present at Meeting</b>	Alan Briggs Mandy Lester Nicola Cobb Steve Roberts (Chair and Reporting)
<b>Apologies</b>	Lisa Bailey Michele Berkeley
<b>Agenda Items for Resolution/Decisions Needed</b> <i>Please list each point requiring a decision separately for inclusion on the agenda.</i> <i>Please note items not included on the agenda cannot be approved.</i>	<ul style="list-style-type: none"> <li>• To receive the report</li> <li>• To offer comment on the overall approach for the event and ideas contained in the report</li> <li>• To allow the WG to progress conversations with other parties on the basis outlined in this document and any discussion in Full Council.</li> </ul>
<b>Spending Level Requiring Authorisation</b>	£
<b>Quotes Circulated (if required)</b>	
<b>Relevant Powers to Spend (if spending approval needed)</b> <i>Please liaise with Clerk if guidance required.</i>	329 EMR – Community Events Budget to be proposed at July full Council
<b>Policies Needed? Existing or New?</b> <i>Please liaise with Clerk if guidance required.</i>	
<b>Risk Assessment Needed? Existing or New?</b> <i>Please liaise with Clerk if guidance required.</i>	Yes - new
<b>Notes / Other Items Supporting Above</b>	Note that with permission of all present, the meeting was recorded for the benefit of those unable to attend, and for accurate production of this report. The recording will be kept until the next meeting in case any detail needs checking, and will then be deleted.

# Summary of Meeting

## Purpose and Title of Event

- Annual Parish Forum
- Community engagement
- Opportunity for Council to present progress in last 3 years
- “What has the Parish Council done for me?”
- Demonstrate our partnership working with other organisations – Police, Residents’ Associations etc
- Showcasing

## Type of Event

- Mixture of exhibition, presentation, conversation, and presentation
- Displays from each working group on the wall or display boards, and WG lead talks to residents as they pass their display.
- Rolling slide show (projected) on aims and values and how our activities link to them
- Possible inclusion of brief slot by school choir and have a face painter present to try and encourage families to attend.
- Facetime live broadcasts to our Facebook page at intervals during the event
- Refer to upcoming 50<sup>th</sup> Anniversary of NMPC next year.
- Have an “Ideas Board” for people to write on.

## Date and Venue

- Date would be in October or November
- Weekend, daytime event, possibly 11-3 with set up time beforehand.
- Consider implication of half-term, both positive and negative
- Venues considered were Nash Mills Village Hall and Nash Mills CofE Primary School

	Pros	Cons
<b>Nash Mills Village Hall</b>	Big open space Stage Screen in place Car Park Kitchen	Limited availability (especially with need for set up time) Not available on a Sunday On edge of Parish – not easily accessible for some.
<b>Nash Mills CofE Primary School</b>	Accessible location Car Park Kitchen May have display boards available	Already displays on the walls

- Costs (added subsequent to the meeting)
  - NMVH
    - They divide Saturdays into 2 sessions of 3 hours 15 minutes charged at £52 each. The first is from 11.30 to 2.45 p.m. The second is from 2.45 p.m. to 6.00 p.m. For the timings proposed, we would need to book both sessions if they are available at a cost of £104 whatever times we want to use.

- NM CoE Primary School
  - To hire the hall is £50 for 2 hours, then £20 for each additional hour.
  - Unclear at this stage what charge would be for hire of the kitchen if required.
- Mandy to speak to school and Nicola to speak to NNVH
- It was discussed as to what to do if neither of these venues were available. Only options raised were a virtual event via Zoom/Teams, or an evening in Amy's.

## Who Does What?

- Working Group Leads would prepare 'content' for their project to a yet to be agreed format.

Lead	Working Group(s)
Alan	Defib Heritage Platinum Jubilee
Jan	Asset of Community Value
Michele	Verges
Mandy	Play Park & Open Spaces
Nicola	The Denes Vision & Aims
Other topics tbc	SIDS Covid activities (Good Neighbour cards) CCTV Christmas Lights Saturdays at the Denes Social Media Magazine Planning

- Activities not covered by working groups e.g., SIDS, CCTV, Christmas lights, Act of Remembrance, would be prepared and presented by Councillors less involved in working group prep, in order to share the load.
- There could be 2-3 times during the event when there is a 5-minute "talk" from the front (Speakers Corner) about a particular aspect of Council work given by, for example, the Chair, a Councillor, or the Clerk.
- It is proposed that we invite other people we work with to attend and be available for conversation with residents, these could include (though this is not an exhaustive list):
  - PCSO
  - A representative from each of the residents' associations
  - Richard Copeland – possibly incl a defib demo
  - Rob from DBC re re-wilding
  - Peter from Herts Highways
  - Sue from Frogmore Paper Mill
- Steve to check with Nikki regarding previous Forum events – style, content etc
- We felt something should be included about governance and ways of working. Maybe this is one of the "talks", to include info on policies & procedures, governance, financial management, training & development of staff and councillors, accessibility checks on web etc
- All Councillors to be present plus Nikki and Dave if at all possible.
- Full risk assessment required

## Other Items

- A Dropbox folder will be used to share and store documentation among WG members
- Steve to produce project plan (including all meeting dates) and action log

## Next Meeting

The next meeting will be held on 21 June at 8:30pm.