



Stratfield Mortimer Parish Council

Minutes of the Community Committee Meeting held on Thursday 31 July 2025 at 19:30 at Mortimer Methodist Church Hall, 17 West End Road, Mortimer, RG7 3TB

These minutes are subject to approval

Present

Councillors

Cllrs G Bridgman, M Dennett, H Geary, M Lock, and A Richardson, R Saunders, D Morsley (Chairman), and Mr J Hannawin (co-opted).

Officers of the Council

D Davis

Public/Press

No members of the public or press attended.

Part I

25/018 To receive any apologies for absence

Apologies were received from Cllr N Carter, D Kilshaw, and K Strong,

25/019 To receive any declarations of interest

To receive from Members at this point or at any point during the meeting, in respect of any items included on the agenda, disclosure of any interests, and gifts and hospitality in line with the Parish Council's Code of Conduct.

None were received. The Committee was reminded to ensure that their declarations of interests were up to date with the Office.

25/020 Public questions

None were received.

25/021 Minutes of last meeting

The Minutes of the Community meeting held on Thursday 29 May 2025 were received with no amendments and approved unanimously for signature by the Chairman as a true record of the meeting.

25/022 Chairman's remarks

None.

25/023 Items to be taken into private session

Not needed.

25/024 Steering Group and Working Party Reports

1 Climate and environment Steering Group- M Dennett

Cllr M. Dennett reported:

- The Steering Group has not yet met.

25/025 Mortimer to Burghfield Cycleway

1 Report

To receive a report on the Mortimer to Burghfield Cycleway project.

Cllr Kilshaw sent a report prior to the meeting:

- The report stated that the tenders for two sections of the Cycleway had been prepared, the tender process will be on hold until a meeting with West Berkshire Council has taken place on 13 August. After questions it was agreed the Steering Group would consider writing to WBC ahead of the meeting to clarify that an outcome of the meeting should be a clear understanding of the elements of the project that WBC will be constructing (and funding)

Cllr Bridgman reported:

- A Line of communication has been opened with SNG (previously known as Sovereign) regarding the Collece Piece section of the project.

2 Estimates and invoices

To review any recently received estimates and invoices (if any).

- No estimates or invoices have been received to date.

25/026 Policies

To consider any Policies within the ambit of the Committee requiring consideration, amendment or proposal to full Council.

Facebook Policy- to consider any changes.

The policy was reviewed alongside the HALC social media policy template; it was decided that Cllr Bridgman would align the Councils current policy with the HALC template for review at the next committee meeting.

Community Grant Expenditure Report template - to note the changes.

The grant application template was reviewed, and the proposed changes were noted. Following discussion, it was agreed to include a request for successful applicants to provide a short report of 50–100 words outlining what the grant has helped them achieve, along with a photograph where possible; it to be clear that this is to be used for SMPC publication.

25/027 Items for consideration

1 Communications

- a Short term - To consider and resolve different uses of delivered hardcopy, including the use of the next delivery slot(s) to distribute a questionnaire or other 2-way communication.**

Following a detailed discussion, it was decided that:

- The October hard copy of the newsletter will be replaced with a delivered questionnaire for all parishioners. Delivery of an annual, hardcopy version will be retained to publish the budget, annual report etc.
- Alongside the hard copy questionnaire, a first digital news bulletin will be created and will be publicised via the questionnaire with an option to sign up to a regular email delivery.
- An electronic version of the questionnaire will be provided via the website and Facebook.

b Medium term - To discuss and resolve the introduction of a regular electronic newsletter, including its author(s), contents, and means of distribution.

Following a detailed discussion, it was decided that:

- The Council will move to a more regular (potentially monthly) news bulletin.
- The means for distribution will be via the website, Facebook, a new email distribution list and SMPC noticeboards. People would also be invited to subscribe to a second mailing list for other publications (e.g. current announcements)
- The bulletin content will aim to be current, concise, and visually attractive, with few if any long articles.
- A working party was created consisting of J. Hannawin, Cllrs Geary, Saunders, Morsley and The Clerk to deal with 25/027 1a and 1b. Cllr Geary undertook to produce a first draft of the questionnaire

c Long term - To review the effectiveness of the Council's current use of social media in building community and to explore new strategies for enhancing engagement with parishioners including software which can push information automatically to different media (JH) and the development of a central village app for information and 2-way comment (RS). To appoint a working party to develop this.

Following a detailed discussion, it was decided that J. Hannawin and Cllrs Geary, and Saunders alongside the Clerk will continue the research into a village App alongside a social media aggregate as ways of improving communication with the public.

d Electronic noticeboard - To nominate a committee member or working party to investigate the feasibility, costs, and potential locations for installing an electronic noticeboard in the parish to display.

Following a discussion, it was decided that Cllr Richardson and the Clerk will investigate Electronic Noticeboards further.

2 Community Engagement

a Community Outreach - To appoint members to engage with a first few community groups, to report back how the Council can work more closely with them.

It was decided that initially Cllr Morsley will engage with the Mortimer Village Partnership, Cllr Richardson will engage with the Mortimer Tennis Club and the

Mortimer Cricket Club, and Mr J Hannawin will engage with the Alfred Palmer Memorial Field to explain the new ideas of the Community Committee and to report back before the next committee meeting.

- b **Village Events and Activities - To discuss ideas for new events or activities, the demand for them to be tested in the questionnaire and identifying where there are existing groups that could deliver them with Council support.**

Potential events and activities were discussed and the support/demand for some with the public will be tested via the questionnaire that will be distributed in October.

- c **Public Questionnaire - To agree the authors, objectives, content, and methods of distribution for a questionnaire to be delivered early October, aimed at gathering residents' views and priorities, in particular responses to 1b, c and d and 2b and d (of this agenda).**

This item was discussed in 25/027 1.a.

- d **Council Surgeries - To discuss and resolve whether to continue holding Council surgeries and, if so, to review format, frequency, and promotion.**

Following a discussion, it was agreed to continue Council surgeries until support for them has been tested in the questionnaire.

3 Community Grants

To consider further promotion and publicity of the 2025 Community Grant Funding round to encourage a wider range of applications.

It was decided to further publicise the Community Grant Funding round on the village noticeboards along with further publicism via Facebook and the website, a poster will be designed by the Clerk to support this. Cllr Morsley to contact MVP re sending the information to all MVP affiliates.

4 Scarecrow Trail

To resolve the formation of a Working Party to organise and deliver the 2025 Scarecrow Trail contribution.

It was decided that a Working Party would be formed consisting of Cllrs Geary, Kilshaw, Strong and The Clerk; The subject of the scarecrow to be circulated by email for agreement by the committee.

5 Stratfield Mortimer Parish Council Logo

To resolve any proposed amendments to the Stratfield Mortimer Parish Council logo, including updates to design, colour scheme, or format for consistency across platforms.

It was decided for Cllr Strong to continue his work on refreshing the Council logo. A deadline will be updated on the action tracker and a proposal circulated to the committee by email.

25/028

Finance

- 1 **Regular or previously authorised payments made - to note Clerk To receive and note a summary (Schedules Cii): Report 25/028.**

Not needed.

25/029 Items for information only

Following a meeting between the Council and Mr N Foot of West Berkshire Council regarding the previous Willink Leisure Centre Agreement, the post meeting correspondence and notes were reviewed.

25/030 Minor matters

None.

25/031 Communications

To identify items for communicating if any.

It was agreed to:

- Communicate further the Community Grant Fund round. The Clerk will contact MVP with a view to the publicity being sent to all MVP affiliate organisations.
- Publicise the upcoming questionnaire and electronic bulletin.

25/032 Future agenda items

To identify specific future agenda items.

- The Clerk advised the Committee that they will be considering the Community Committee Budget for 2026/27 at the next meeting and agreeing amounts required for recommendation to the Finance and General Purposes Committee.

Part II (if needed)

25/033 Exclusion of Press and Public

Not needed.

Close

The meeting closed at 21:15.

Date of next meeting: **16 October 2025.**

Miss Danielle Davis

01/08/2025