

Annual Parish Meeting 2022 Review

Working Together for our Community



The Annual Parish Meeting was held on Tuesday 17th May at Court Bushes Community Hub. The concept this year was a community event to encourage networking between different local groups. The Events Working Group met in December 2021 to discuss the proposed idea for the evening and then continued to regularly hold 'Teams' meetings to organise the event.

The event was advertised using two Facebook ads, full page advert in the Hurst Life magazine, PC website, Facebook posts shared to Hurst Hub, posters on noticeboards, leaflets, St Lawrence school emailed all parents the leaflet and all groups who attended were given promotional material to advertise the event.

On Thursday 26th May 2022 the Events Working Group held a meeting to review the APM and to discuss feedback, changes, and improvements for 2023.

Attendance on the evening:

The event was well attended by residents, councillors, parish office staff and local groups.

There should have been five speakers at the APM but unfortunately the Police could not attend and made the Events Working Group aware of this at 6:30pm on the evening due to being short staffed for that shift.

All 15 groups who had agreed to attend were present.

Recording the amount of people present proved difficult as some residents only attended the first half an hour of networking and due to the split rooms when head counts were carried out some people were missed. The estimated number attending throughout the whole evening was 85.

Positive Feedback received via emails/calls:

- Great new format for what is normally a dull meeting.
- Would like to see it run like this every year with more groups invited.
- The programme used on the evening should be a model for other Parish Councils.
- Positive atmosphere.
- Extremely well run by the Parish Council.
- The move of venue to Court Bushes was a great idea and the building is a great asset to the community.
- The ability to network on the evening was fantastic.
- Great free sustainable bags.

An email was received from Jane Willis which summed up what the Events Working Group had set out to achieve for the APM:

Thank you so much for last night's AGM – for the capacity to reimagine what could be a rather tedious meeting to a hugely positive community event you are to be commended! There was a great buzz in the room – so much valuable networking (I had some valuable conversations and also connected several people with each other in useful ways last night). It was a celebration of all that is good in our community. So – thank you for all you do – and today thank you especially for last night.

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Costs for the evening – Tourism & Attractiveness Budget

Item	Supplied By	Cost
Sound Equipment	TS Professional Sound & Light Hire	£248.64
Refreshments	The Melting Pot	£150.00
Facebook Ads x 2	Facebook	£24.00
Balloons	Amazon	£5.08
Biscuits	Co-op	£5.64
Total Spend		£433.36

Improvements/changes needed for the 2023 event

- A member of the public raised that he suffered with hearing problems and when the mic was not being used, he was unable to hear.
Solution: Next year all speakers will be advised before the event that a mic will be used throughout the evening to ensure everyone can hear.
- The one-minute pitches were not in the order as listed on the agenda and extra people joined in on the evening.
Solution: The agenda sent to the speakers/groups will not contain the list of who will be doing the one-minute pitches. This will be a list for just the Events Working Group to avoid upset if the order is different or other groups want to join in.
- The Council Annual Report was only put on the website a day before the event. To allow for the residents to be able to read the report it needs to be published at least a week before.
Solution: Deadlines will be sent to the Chairs with ample warning to ensure the date can be achieved.
- The Agenda was sent to the Councillors the evening before the event.
Solution: A provisional agenda can be sent to the councillors a week before the event with a note warning that speakers/timings may alter on the actual evening.
- More time for the groups to be able to network.
Solution: Allow more time at the beginning of the event for networking.
- Layout of chairs meant they couldn't be easily accessed in the middle.
Solution: Add an aisle
- Increase the one-minute pitches.
Solution: If enough groups want to take part in 2023 have two time slots on the agenda.
- Countdown cards were only used on some speakers and would have been helpful to use in the first section.
Solution: Use the cards throughout and give them to the best placed member of the events working team to attract the speaker's attention.
- The Chairs of various committees didn't get a chance to speak or answer questions.
Solution: A member of the events working group will lead the question/answer time and direct the questions accordingly.
- Most of the groups and residents who attended were from Hurstpierpoint rather than Sayers Commons.

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Solution: The Events Working Group need to find ways to get Sayers Common more involved on the evening.

AV/Sound Equipment at Court Bushes Community Hub

The Events Working Group had requests a couple of days before the actual APM asking if a PowerPoint and video could be shown on the evening. To avoid extra costs hiring equipment the Parish Office staff set up the PC projector directly on to the blank wall. Feedback was positive that this worked well.

The Events Working Group was asked to hire the sound equipment for the evening by Full Council. The hire costs were £248.64. The Events Working Group would like to ask Full Council to add an agenda item to discuss the purchase of AV/sound equipment at Court Bushes Community Hub. This is to avoid the need to hire equipment for the APM in 2023.

Concept for the 2023 APM

The events working group propose to meet in October 2022 to discuss themes and concepts for the Annual Parish Meeting in 2023. A proposal will then be taken to the next Community Engagement meeting for discussion and then to Full Council by December 2022. From January 2023 the Events Working Group then have 6 months to plan the detail of the event.