

## BURGHFIELD PARISH COUNCIL

### Minutes of the Communications Committee Meeting

**Date:** Thursday 4<sup>th</sup> February 2016 **Time:** 7.00pm

**Place:** Committee room, Burghfield Village Hall

**Present:** Mrs A Gallagher Mr D Godwin  
Mrs T Hipwell Mrs L Sharp

**Attending:** Clerk to the Parish Council

**Apologies** Mr M Paterson-Borland Mr N Morse

**1. To receive members apologies for absence and any written requests for Disclosable Pecuniary Interest dispensations from members** **Action**

There were no items upon the agenda that necessitated a member to present a written request for dispensations for a Disclosable Pecuniary Interest.

**2. Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Communications Committee held on 7<sup>th</sup> January 2016, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

**3. Matters Arising on the Minutes**

All items requiring an update are to be raised under the relevant headings on the agenda.

**4. To deal with any items requiring URGENT attention by the Committee**

No items required immediate discussion or urgent attention by the committee.

**5. Parish Newsletter**

**i) To update members re. specific articles obtained for the spring edition of the newsletter**

A variety of articles are being pursued for the next edition of the newsletter to ensure interest remains. The local primary schools are to be contacted to request articles from students advising what they like about Burghfield specifically.

**6. Community Events**

**i) To receive an update following the Defibrillator training sessions held**

Two Defibrillator training sessions were held at Burghfield village hall on Tuesday 26<sup>th</sup> January and Sunday 31<sup>st</sup> January 2016. The sessions were advertised via the parish website, noticeboards, newsletter and Facebook page, proving very popular. Thanks are expressed to both Stephen Cartwright from the Ambulance Service and David Gregory, Community First Responder for putting the training sessions on.

**ii) To receive an update regarding the "Have a Field Day" 2016 and give consideration to any specific procedures**

A committee meeting has been scheduled for the end of February to progress planning for the event on 17th July 2016. Members present confirmed that a similar format to last year was to be followed.

**iii) To receive an update regarding the provision of music at the Macmillan Coffee morning**

Enquires were made into the provision of live music by the local primary schools. A positive response has been received with the school choirs expressing a keen desire to perform for 30 minutes each. An update is to be presented at the next meeting for progression.

**iv) To determine the format for the upcoming May Fayre**

Members present discussed various changes to the format for the May Fayre Parish Council stand. It was determined the main focus was to remain as councillors being present to showcase the work of the council, involvement in community events as well as being available for questioning. A quiz is to be developed for inclusion within the May Fayre programme with Burghfield specific questions being the main focus. Parishioners will be encouraged to present the completed quiz to the stall for entry into the prize draw.

**7. Parish Plan**

- i) To progress the updating of the parish plan questionnaire for the refresh during 2017

The parish plan questionnaire requires full review in preparation of the refresh procedure during 2017. Various sections for feedback are to be considered further with a list of Burghfield specific questions compiled. Further discussions are to be held at the next scheduled meeting once members have undertaken further research and review of existing parish plans available online.

- ii) To give consideration to the various headings for specific questions to be incorporated within the revised questionnaire

Members present discussed at length the various sections to be incorporated within the parish plan refresh questionnaire relevant to Burghfield. Each member is to consider and present 5 questions each using the existing headings from the parish plan refresh document. The questions are to be considered collectively at the next scheduled meeting for progression.

**8. To progress the development of an Emergency Plan for Burghfield**

Members reviewed the template developed by WBC for adaption and subsequent adoption to enable it to become Burghfield specific. The clerk updated members following attendance at a course for the use of Village Halls as Emergency Centres. It was evident that due to the locality of Burghfield, a number of local establishments would have very detailed plans as to what to do in an emergency. The Burghfield plan does not need to be complicated, more a document holding the key contacts information to enable the emergency services and WBC to undertake their role effectively and with local assistance. **Resolved** unanimously to continue to progress the completion of the plan in preparation for presentation to full council in April 2016. Details obtained to date are to be included and circulated to members for missing information.

**9. To give consideration to the production of a parish council specific App**

Following a detailed presentation, members present gave consideration to the introduction of a parish specific app for mobile devices. The various features available within the app were considered for use within Burghfield. A number of members had previously trialled the app expressing enthusiasm at its capabilities. **Resolved** unanimously to present a recommendation to full council for the introduction of the parish council app as soon as possible.

**10. To consider any other URGENT local communication issues for immediate action**

No matters required urgent communication by the committee.

**11. Matters for Future Discussion**

- i) Development of the engagement of the community overall, encouraging further interaction.

**12. Items for Information Only**

No further items

**Conclusion** - The Chairman declared the meeting closed at 20.25pm