

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 1st February 2018 **Time:** 7.00pm
Place: Committee room, Burghfield Village Hall
Present: Mr N Morse Mr D Godwin
Mrs A Gallagher Mr T Ansell
Attending: Clerk to the Parish Council Assistant Clerk to the Parish Council
Apologies Mrs L Sharp Mrs T Hipwell
Mr M Paterson-Borland

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 2 March 2017 having been circulated, were confirmed a correct record and signed by the presiding Chairman.

3. Matters Arising on the Minutes

Matters arising for further discussion or consideration by members are within the main body of the meeting.

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

No urgent items were presented for immediate action or attention by the committee.

5. Communication Methods

i) To receive an update in relation to the parish council App and give consideration to the daily operation and dissemination of information

Training was provided to Ms L Sharp on how to update the parish app. Downloads of the app have slowed considerably with additional promotion required to ensure full utilisation by parishioners. Mrs C Stroud is to be trained on the updating of the app. Upon completion of the upgrade of the website both are to be promoted again within the parish to encourage further subscribers.

ii) To receive an update of the parish council website upgrade

Work has commenced on the upgrade of the parish council website with an anticipated completion date for late Spring.

6. Parish Newsletter

i) **To review the previous year's editions and determine any improvements**

The newsletter continues to be circulated on a quarterly basis to all

households within the parish. Members are to encourage any notable organisations or groups within Burghfield to present their articles for each edition to ensure an interesting and up to date newsletter.

- Upcoming events/ dates for the diary
- Useful numbers
- A business feature
- Church update
- Historical feature
- Local Schools

The next newsletter is scheduled for distribution at the end of February. Articles are to be forwarded to the clerk for inclusion.

7. Community Events

i) To determine the proposed schedule for the parish council stall at the May Fayre 2018

A rota is to be circulated to members to ensure the stand is represented by parish councillors. The following items were discussed for presentation to the public for their comment and information:

- Initial Design ideas for the Community Hub
- Parish Plan refresh questionnaire
- Showcase of past years achievements
- Promotion of the Family Bike Ride and need for online registration

ii) To determine the proposed schedule for the parish council annual Family Bike Ride 2018

Members present considered the upcoming Family Bike Ride, discussing the overall responsibility and organisation of the event. The following points were raised for clarification and discussed by members:

- Online registration
- Risk assessment
- BBQ requirements
- First aid cover

Resolved unanimously to combine the Family Bike ride and the Sports Day into one event, scheduled for Sunday 9th June 2018. Liaison is to be held with Mrs H Townsend to confirm the date and the overall organisation of the event, specifically in relation to the requirement for prior online registration. Badges are to be presented to those partaking in the bike ride as preferred to individual certificates.

iii) To give consideration to the proposed schedule for the "Burghfield Community Sports Day" on 8 July 2018

The "Burghfield Sports Day" is to be scheduled for Sunday 9th June 2018 and combined with the Burghfield Family Bike Ride.

Members discussed the various acts to be booked, confirming the following:

- Circus Skills
- First for Sports
- Burghfield Cheerleaders
- Dance workshop
- Balloon modeller
- Face paints
- Inflatable assault course
- Climbing wall

Advertisement of the event is to be included within the newsletter to ensure maximum coverage and attendance. Leaflets are to be distributed nearer the time to local schools and within the local area. A request is to be presented to the Burghfield Santa's to run a bar to provide refreshments throughout the day.

- iv) To receive a report following the Macmillan Coffee morning held during September 2017 and consider the plans for 2018

Thanks were expressed to Mrs T Hipwell for her efforts in ensuring another successful Macmillan Coffee morning in September 2017. Members **resolved** unanimously to hold the event again this year, scheduled for Friday 28th September 2018, with Mrs T Hipwell to be asked to provide her valuable services once again.

8. Parish Plan

- i) To progress the parish plan refresh questionnaire and determine a plan of action for the circulation to parishioners

Members present gave consideration to the refresh of the parish plan and associated action plan. Questions relating to local businesses, public transport, access to services, working from home and the upcoming Community Hub plans are to be incorporated. The initial questionnaire posted on Survey Monkey during 2017 received a disappointing 30 responses. Further promotion of the refresh is to be achieved through utilisation of the parish newsletter, parish app, website and the May Fayre. A draft action plan is to be circulated to members for their consideration, with specific actions to be listed against each member for progression.

Members reviewed the initial questions prepared during 2017 for the basis of the questionnaire. It was determined that each member of the committee was to review in further detail the questions and forward their individual feedback to the clerk prior to 18th February 2018. The first questionnaire is then to be drafted for consideration at the next scheduled meeting.

- ii) To determine the incorporation of the NDP Housing Needs Survey within the questionnaire

Liaison is to be held with the NDP Steering Committee in relation to the incorporation of a Housing Needs Survey within the Parish Plan. The NDP committee are to be advised of the timescale to ensure their questions are presented for incorporation accordingly.

9. **To consider any other URGENT local communication issues for**

immediate action

All committees upon the council are to be reminded to forward any items requiring publication to be forwarded to the communications committee.

10. Matters for Future Discussion

Emergency Plan

11. Items for Information Only

No further items.

Conclusion - The Chairman declared the meeting closed at 20.40pm