

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 29th January 2015 **Time:** 7.15p.m
Place: Committee room, Burghfield Village Hall
Present: Mr N Morse Mr D Godwin
Mrs T Hipwell Mr I Macfarlane
Attending: Clerk to the Parish Council Mrs A Gallagher
Apologies None

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

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 6th November 2014, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

3. Matters Arising on the Minutes

The November edition of the newsletter was distributed on time and according to the schedule. Additional articles were included, resulting in a varied and interesting newsletter being published.

A meeting to progress the Emergency Plan is to be scheduled.

News information from WBC has slowed after the initial flurry and promise of information for distribution.

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

Mr I Macfarlane was welcomed to the committee following the vacancy after the resignation of Mrs C Jackson-Doerge.

5. Parish Newsletter

i) To confirm the details for the distribution of the spring newsletter

Members gave consideration to the details of the spring edition of the newsletter for distribution with a request for a variety of articles for inclusion.

ii) To give consideration to alternative/additional articles for inclusion within future newsletters

The following additional articles have been requested for the spring edition:

- 1) Local business feature
- 2) Article by a local student from the primary and secondary schools
- 3) A competition – Burghfield in 3 words with a prize of £25
- 4) Historical article – War memorial article, Tug-Of-War team photo
- 5) Diary of events within the parish
- 7) Local Nursery School feature - Littlelots
- 8) Upcoming Elections

Members are to encourage as many local organisations as possible to contribute articles to ensure variety and interest within the newsletter.

6. To consider the Diary of Community events for 2015

- i) To progress the diary of community events for 2015 and allocate specific roles

Members present confirmed the following events for 2015:

Have a Field Day and Teddy Bears Picnic on Sunday 12th July
Macmillan Coffee Morning on Friday 25th September 2015 at the Sports Pavilion.

The Annual Bike Ride and the May Fayre will continue to be supported by the parish council.

Specific roles were allocated for the organisation of the events accordingly. A timescale and schedule is to be presented to members at the next meeting for further progression.

7. **To identify individual strengths of members upon the committee and allocate specific roles**

Individual roles were allocated to members for the various events for during the year, as agreed above, according to their individual strengths.

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

Members present expressed the importance of the development of an Emergency Plan for Burghfield. A template, previously developed by WBC, was forwarded to members for consideration. The plan is to be reviewed and adopted to be Burghfield specific. **Resolved** unanimously to progress the completion of the plan in preparation for presentation to full council for future adoption and implementation. The draft is to be presented at the next meeting for further consideration.

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

No matters required urgent communication by the committee.

10. **Matters for Future Discussion**

- i) Parish Plan Questionnaire revamp during 2015.
- ii) Development of the engagement of the community overall, encouraging interaction.

12. **Items for Information Only**

No further items

Conclusion - The Chairman declared the meeting closed at 20.10pm