

## BURGHFIELD PARISH COUNCIL

### Minutes of the Communications Committee Meeting

**Date:** Thursday 7<sup>th</sup> January 2016 **Time:** 7.00pm

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

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

**Attending:** Clerk to the Parish Council

**Apologies** 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 15<sup>th</sup> October 2015, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

**3. Matters Arising on the Minutes**

The Christmas edition of the newsletter was successfully distributed to local residents in early December.

Suitable dates for Defibrillator training were determined for January. Both sessions have been advertised via Facebook, website and the newsletter. Uptake has been minimal to date.

A request for volunteers to assist with the production of an emergency plan in Burghfield was placed in the Christmas newsletter. Further liaison with local groups is required for the progression of the plan.

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

No items required

**5. Parish Newsletter**

**i) To determine specific articles for inclusion within the spring edition of the newsletter**

A historical feature and local business article are to be pursued for the next edition, as well as an article from the 6<sup>th</sup> Form at the Willink Secondary School. The local primary schools are to be contacted to request an article from a student letting everyone know what they like about Burghfield.

**ii) To confirm the editions scheduled for 2016 and the format for preparation/distribution**

Members present confirmed the schedule of newsletters for 2016 as being Spring, Summer, Autumn and Winter. The WI are to continue with the packing of the newsletter as per schedule.

**6. Community Events**

**i) To confirm the events scheduled for 2016 requiring support from the council**

Members confirmed the event requiring support during 2016 as the Burghfield Bike Ride, May Fayre (25th Anniversary), Have a Field Day and the Macmillan Coffee morning. A request is to be presented to the Finance committee for consideration to be given to the purchase of BBQ's for use at the various local events.

**ii) To confirm the Defibrillator training sessions**

Following liaison with the village hall manager, suitable dates for Defibrillator training at Burghfield village hall were determined as Tuesday 26<sup>th</sup> January and

Sunday 31<sup>st</sup> January 2016. The sessions have been advertised via the parish website, noticeboards, newsletter and Facebook page.

iii) To progress "Have a Field Day" and give consideration to any specific procedures

A committee meeting is to be held during February to progress planning for the event on 17<sup>th</sup> July 2016. Members present confirmed that a similar format to last year was to be followed. Team events, no registration, own BBQ, ice cream man, Café b, circus skills, balloon lift off.

iv) To determine whether music is to be provided at the Macmillan Coffee Morning 2016

The event is scheduled for Friday 23<sup>rd</sup> September 2016. Enquires are to be made into the provision of live music. The local primary schools are to be contacted to see if the school choirs would be willing to perform for 30 minutes slots. An update is to be presented at the next meeting for progression.

7. To review the use of Social Media and the current Facebook policy to determine a protocol for parish council responses

Members present gave consideration to the level of responses and posts on the councils Facebook page, reviewing the overall purpose of social media for the parish council. Members reviewed the parish council Facebook policy, deeming it suitable in relation to the approved usage of social media. Proposed by Mrs L Sharp, seconded by Mrs A Gallagher and resolved unanimously to leave the Facebook policy in its current format.

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

Members of the committee met to progress the development of an Emergency Plan for Burghfield. The template developed by WBC was reviewed and is to be adapted to become Burghfield specific. **Resolved** unanimously to continue to progress the completion of the plan in preparation for presentation to full council in February 2016. Details obtained to date are to be included within the specific populated fields and circulated to members upon the committee for missing information. A meeting is to be scheduled once all members have reviewed the document for progression.

9. To determine the process for the update of the parish plan questionnaire for the refresh procedure to begin during 2017

Members present acknowledged the requirement for the parish plan questionnaire to be reviewed and amended in preparation of the refresh procedure for 2017. The various sections for feedback are to be determined with a list of Burghfield specific questions for each of the headings to be compiled for further consideration by. Further discussions are to be held at the next scheduled meeting for progression.

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.
- ii) Parish Council app

12. **Items for Information Only**

No further items

**Conclusion** - The Chairman declared the meeting closed at 20.38pm