

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 5th July 2018

Time: 7.45pm

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
Mrs T Hipwell Mrs L Sharp

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 22 March 2018 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 of the parish council website upgrade

Work continues with the upgrade of the parish council website with an anticipated completion date for late Summer. The .gov domain remains in use with the potential to move to a .org domain upon completion of the upgrade.

The live website is to have a banner highlighting it is “under construction”.

Contact is to be made with the web manager of Sulhamstead Parish Council website to determine whether any support in the transfer of websites could be established.

6. Parish Newsletter

i) **To review the previous edition and determine any improvements for future editions**

The next newsletter is scheduled for distribution at the end of September. Articles are to be forwarded to the clerk for inclusion. A yearly calendar of dates and recurring articles is to be compiled for reference.

Members determined that the front page of the newsletter is to be utilised for the promotion of parish council community events.

Members determined the newsletter is increased in size by 4 pages to enable photos to be larger. A “what’s happening” page is also to be

incorporated. Parish council news and items are to form a bigger part of the newsletter to ensure parishioners remain up to date of the council's successes. A page specifically for the promotion of the Community hub is also to be incorporated.

7. **Community Events**

i) To receive feedback following the "Burghfield Community Sports Day" on 1 July 2018

Members expressed their thanks to both Claire and Cally for the organisation of the event, acknowledging the success of the day overall. The following points were considered for next years event:

- Smaller BBQ and cooked to order to save wastage
- Provision of ice creams by the parish council
- Pop up gazebos for shade
- Programme and information point via the app

Members discussed as to whether there would be any merit in combining the event with the Burghfield Running Club Fun run.

ii) To consider any actions required in preparation for the Macmillan Coffee morning held during September 2016 and consider the plans for 2018

Thanks were expressed to Mrs T Hipwell in agreeing to hold the event again this year, scheduled for Friday 28th September 2018.

ii) To discuss the future of the Burghfield Family Bike Ride

Members discussed the provision of the Family Bike Ride. Further to discussions regarding the organisation required for the event, members **resolved** to wait and see if someone else comes forward for the running of the event. The parish council are to review again in the new year.

8. **Parish Plan**

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

Members present reviewed the questions prepared to date relating to local businesses, public transport, access to services, working from home and the upcoming Community Hub plans for incorporation within the overall questionnaire.

ii) To determine the schedule for finalising the questionnaire for presentation to full council

The committee will aim to prepare the questionnaire for presentation to full council in October.

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

An article is to be included within the next newsletter regarding the closure of the churchyard at St. Mary's Church. The maintenance is to be transferred and thus the responsibility of the maintenance falling to the parish council.

10. **Matters for Future Discussion - Emergency Plan**

11. **Items for Information Only - No further items.**

Conclusion - The Chairman closed the meeting closed at 21.05pm