

# BURGHFIELD PARISH COUNCIL

## Minutes of the Communications Committee Meeting

**Date:** Thursday 30<sup>th</sup> June 2016 **Time:** 7.00pm

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

**Present:** Mr N Morse Mr D Godwin  
Mr M Paterson-Borland Mrs T Hipwell  
Mrs L Sharp

**Attending:** Clerk to the Parish Council

**Apologies** Mrs A Gallagher Mr T Ansell

**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 21 April, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

**3. Matters Arising on the Minutes**

The lighting of the Beacon to celebrate the Queens 90<sup>th</sup> Birthday was held on the 21<sup>st</sup> April with a toast by all present.

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

No items were identified as requiring immediate attention.

**5. To review the Terms of Reference for the municipal year**

Members present reviewed the Terms of Reference for the operation of the committee. Reference to the provision and upkeep of the parish specific app is to be incorporated. **Resolved** unanimously to implement the Terms of Reference for the ensuing municipal year.

**6. Parish Newsletter**

**i) To determine articles in preparation of the summer edition of the newsletter**

Articles are currently being pursued for the next edition of the newsletter to ensure interest remains. Details of the May Fayre, the Field Day, the Bike Ride and the Scarecrow Trail are to all be featured within the next edition. The MacMillan Coffee morning is to be promoted accordingly. An article regarding potential devolved services from WBC is to be compiled. An article is also to be sought from the Post Office highlighting their business and services within the parish.

**7. Community Events**

**ii) To receive a progress report regarding the "Have a Field Day" on 17<sup>th</sup> July 2016**

The clerk provided an update to members advising the "Have a Field Day" arrangements were progressing accordingly. An alternative Circus skills provider has been sought along with a balloon modeller and face painter. Sports Extra advised they were able to assist with the workshops and races as per last year. The Cadets confirmed they would undertake a litter pick of the area for a donation. Medals have been obtained for winners of the races following their success last year. A Bubble finale is to be initiated as an alternative to the balloon lift off.

**iii) To receive an update regarding the Macmillan Coffee morning**

The event has been confirmed with MacMillan for Friday 23<sup>rd</sup> September. The event is to be advertised accordingly with the support of volunteers from Café B offering to assist with the serving of the cakes donated.

8. **Parish Plan**

- i) To give consideration to the specific questions presented by members for incorporation within the parish plan refresh questionnaire

Members each presented questions under each of the 5 headings to be considered collectively. Parishioner's views were sought at the May Fayre to facilitate specific questions for incorporation. Members are to review in further detail the various questions to ensure relevant information can be obtained and interpreted accordingly.

- ii) To determine a plan of action for the preparing and presentation of the revised questionnaire

Following discussion by members regarding the first draft of questions, work is to commence in preparing the first draft questionnaire for presentation to full council in September for comment and feedback. A separate meeting is to be held on Thursday 18th August to progress the questionnaire.

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

Members have undertaken a review the first draft developed. It was determined that the Burghfield plan did not need to be complicated but more of a document holding key contacts information within the locality to enable the emergency services and WBC to undertake their roles effectively in the event of an emergency. Details obtained to date have been inserted with the draft being circulated to members for missing information. A request for further volunteers and key contacts within the parish is to be incorporated within the parish plan.

9. **To receive an update in relation to the production of a parish council specific App**

A demonstration of the App was presented to members for feedback. A number of minor points were raised for incorporation within the app prior to the launch.

**Resolved** unanimously by members present to proceed with the App as presented. The App is to be forwarded to Google play and the iTunes store for their approval and upload. The launch of the App will be via the parish newsletter scheduled for distribution in September.

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) No further items were raised for future consideration.

12. **Items for Information Only**

No further items.

**Conclusion** - The Chairman declared the meeting closed at 20.40pm