

# BURGHFIELD PARISH COUNCIL

## Minutes of the Communications Committee Meeting

**Date:** Thursday 29<sup>th</sup> September 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 A Gallagher

**Attending:** Clerk to the Parish Council

**Apologies** Mrs L Sharp 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 30 June, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

**3. Matters Arising on the Minutes**

The September edition of the Parish Newsletter has been successfully distributed to all residents.

The "Have a Field Day" held on the 17<sup>th</sup> July 2016, was a great success.

The Parish App has been launched with it having been publicised via the parish newsletter ad website.

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

No items were identified as requiring immediate attention.

**5. To receive an update in relation to the parish council App**

The Parish App was launched via the parish newsletter circulated to all residents last weekend. The stats provided by the provider confirmed that 75 downloads occurred within the first 48 hours of promotion. The aim is for a minimum of 500 downloads to be achieved by the year end.

**6. Parish Newsletter**

**i) To determine any specific articles for the next edition of the newsletter**

An article highlighting a local business is being sought for the newsletter. A local business is to be contacted to determine whether they would provide an article and accompanying photographs for the next edition.

The following items were highlighted as articles for inclusion in the next edition:

- Macmillan Coffee Morning
- Parish Plan refresh
- BurghFest
- Remembrance Day Parade
- Christmas tree event
- BRA events – Hot mince pies to Carol service, donations from BRA, families day
- Pets in Practice feature

Members also discussed allocating a specific page for the publication and promotion of the BRA (Burghfield Residents Association) particularly events. Proposed by Mr D Godwin, seconded by Ms A Gallagher and **resolved** unanimously to include in future editions.

**7. Community Events**

i) To receive a report following the “Have a Field Day” on 17<sup>th</sup> July 2016

The clerk provided a verbal report following in relation to the “Have a Field Day” held in July. The alternative Circus skills provider, balloon modeller and face painter proved very successful. Sports Extra assisted with the workshops and races as per last year. The Cadets undertook a litter pick of the area and Medals for winners of the various races were distributed and most welcome. The Bubble finale was a very popular alternative to the balloon lift off.

Members present determined the name to be amended to “Family Sports Day”. The date for next year was set as Sunday 16<sup>th</sup> July 2017.

ii) To receive an update regarding the Macmillan Coffee morning

The event, scheduled for Friday 30<sup>th</sup> September, has been advertised accordingly with the support of volunteers from Café B and St. Mary’s Church offering their assistance with the serving of the cakes and coffee. The three local primary school choirs confirmed their attendance with a 30 minute slot each.

iii) To give further consideration to the launch of a Burghfield Community Group Lunch in November

Further to a request from local voluntary organisations, members gave consideration the launch of a Community Lunch for local organisations. Members expressed support for the event; however, further details are required to determine whether a member of the Communications committee is able to attend. Contact with the village hall manager is recommended to ensure availability of the hall. Upon confirmation of dates, a grant application is to be completed by the organisers and presented to the Finance committee for their consideration with respect to the costs involved in the hiring of the hall.

**8. Parish Plan**

i) To give consideration to the feedback from the various committees for incorporation within the parish plan refresh questionnaire

A variety of minor points were raised by the committees upon the council for consideration by members present. All points were incorporated accordingly. Questions relating to the provision of local businesses, public transport and access to services as well as working from home are to be incorporated within the questionnaire. Members discussed the format for the questionnaire. Liaison is to be held with West Berks Council to determine the level of assistance available for both the production and analysis of the questionnaire.

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

The first draft of questionnaire is to commence with immediate effect for presentation to full council in November for further comment and feedback.

**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**

No further items were raised for future consideration.

**11. Items for Information Only**

No further items.

**Conclusion** - The Chairman declared the meeting closed at 20.25pm