

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris
Burghfield Parish Council, PO Box 7381, Reading RG1 9XP
Tel: 0118 970 1754 Email: burghfieldclerk@gmail.com

NOTICE OF MEETING

You are requested to attend a meeting of the **Communications Committee** to be held in the village hall meeting room on:

Date: Thursday 7th November 2019 **Time:** 7.30pm
Place: Burghfield village hall meeting room

Cally Morris
Clerk to Burghfield Parish Council

1. **To receive members apologies for absence and any written requests for Disclosable Pecuniary Interest dispensations from members**
2. **Election of Chairman**
3. **Minutes of the last Meeting**
To approve the Minutes of the last meeting of the Committee held on 30th May 2019
4. **Matters Arising on the Minutes**
5. **Communication methods**
 - i) To receive an update in relation to parish notice boards
 - ii) To determine any alternative methods of communicating with parishioners
6. **Parish Newsletter**
 - i) To review the articles received to date for the Christmas edition and determine any modifications required
7. **Community events**
 - i) To confirm the schedule and timings for the Christmas event on Saturday 7th December
 - ii) To determine any actions in relation to the Christmas event on Saturday 7th December
 - iii) To discuss the provision of a "Green/Environmental Fair"
 - iv) To determine any actions in relation to the proposed VE Day Celebrations 2020
 - v) To discuss any future community events and give consideration to any specific actions required
8. **Parish Questionnaire**
 - i) To receive the presentation of data collected from the parish questionnaire
9. **Matters for Future Discussion**
10. **Items for information Only**