

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris
Burghfield Parish Council, PO Box 7381, Reading RG1 9XP
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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 26th September 2019 **Time:** 7.45pm
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. **Minutes of the last Meeting**
To approve the Minutes of the last meeting of the Committee held on 30th May 2019
3. **Matters Arising on the Minutes**
4. **Communication methods**
 - i) To receive an update to potential improvements to communication methods within the community
 - ii) To receive an update in relation to parish notice boards
5. **Parish Newsletter**
 - i) To review the previous edition and determine any improvements for future editions
6. **Community events**
 - i) To discuss the provision of a Christmas market on Saturday 7th December at Burghfield Village Hall
 - ii) To determine the format for the Christmas market and the schedule of actions
 - iii) To receive an update following the 2019 Macmillan Coffee Morning and determine the date for 2020
 - iv) To receive an update following the 2019 Sports Day and determine the date for 2020
 - v) To discuss any future community events and give consideration to any specific actions required
7. **Parish Questionnaire**
 - i) To receive an update in relation to the data collection and analysis of the parish questionnaire
 - ii) To determine the format for the presentation of the data collected from the parish questionnaire
8. **Matters for Future Discussion**
9. **Items for information Only**