

# 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 16<sup>th</sup> January 2020

**Time:** 7.45pm

**Place:** Burghfield village hall meeting room

Cally Morris  
Clerk to Burghfield Parish Council

**1.01 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**

**2.01 Declaration of any personal or financial interests**

In accordance with the requirements of the process for dealing with member's standards matters, to disclose and declare all personal or financial interests including those of a partner/spouse on any Agenda item (as recorded in the Register of Member's Financial and Other Interests form).

**3.01 Applications for Dispensations**

To consider and grant any applications from members who may have a personal/financial interest in a specific matter under consideration.

**4.01 Minutes of the last Meeting**

To approve the Minutes of the last meeting of the Committee held on 7<sup>th</sup> November 2019

**5.01 Matters Arising on the Minutes**

**6.01 Parish Newsletter**

- i) To review the Christmas edition of the newsletter and determine any modifications required
- ii) To receive the quotations for recyclable paper for the newsletter

**7.01 Communication Methods**

- i) To discuss the current methods of communicating with parishioners and determine any alternative methods
- ii) To review the parish councils use of Facebook

**8.01 Community events**

- i) To confirm the diary of events scheduled for 2020 and any immediate promotion required
- ii) To give consideration to any additional events for the year
- iii) To confirm the schedule for advertising and promotion of all community events during 2020
- iv) To discuss the format for the VE Day Celebrations 2020 and determine actions required

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- v) To discuss the format for the May Fayre 2020 and determine the required actions
- vi) To discuss the format and date for the Green/Environmental Fair and the actions required

### **9.01 Environmental Initiatives**

- i) To consider any proposals, or specific actions, for potential environmental initiatives

### **10.01 Matters for Future Discussion**

### **11.01 Items for information Only**