

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 7th November 2019 **Time:** 7.30pm
Place: Committee room, Burghfield Village Hall
Present: Mrs L Sharp Mrs A Hales
Mrs A Gallagher Mr T Ansell
Mr D Godwin Mr N Morse
Mrs J Ansell
Attending: Clerk to the Parish Council Assistant Clerk to the Parish Council
Cllr M Cresser
Apologies: Mrs T Hipwell

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.

Apologies were noted and received from Mrs T Hipwell. Resolved **unanimously** to accept the apologies as presented.
2. **Election of Chairman**

Resolved unanimously that Cllr L Sharp be chairman of the Communications Committee. Proposed by Mrs A Gallagher, seconded by Mr D Godwin and **resolved** unanimously. Cllr L Sharp duly took the seat of chair and proceeded with the meeting accordingly.
3. **Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Communications Committee held on 26th September 2019, having been circulated, were confirmed a correct record and signed by the presiding Chairman.
4. **Matters Arising on the Minutes**

Any matters arising for further discussion, or consideration by the committee are within the main body of the meeting.
5. **Communication Methods**
 - i) **To receive an update in relation to parish notice boards**

A report identifying notice boards within the parish not being fully utilised was presented by Miss M Cresser. The various locations were plotted on a map for future reference.

Proposed by Mr T Ansell, seconded by Mr N Morse and **resolved** unanimously the noticeboard on the village hall wall is to be for the use of the village hall only. The header board is to be changed accordingly.

Proposed by Mr N Morse, seconded by Mrs A Gallagher and

resolved unanimously the locked noticeboard is erected at the Skate Park, alongside the green open noticeboard.

- ii) To determine any alternative methods of communicating with parishioners

Members discussed the parish council's awareness for reducing their carbon footprint, considering the merit in formulating a mailing list for the circulation of news from the parish council, for example, email updates as an additional method of communication. Further investigations are to be undertaken with a full report presented at the next meeting as to the various options available.

Action:
Ms L Sharp

6. Parish Newsletter

- i) To review the articles received to date for the Christmas edition and determine any modifications required

Members received an alternative layout for the newsletter prepared by the editor. The draft is to be circulated to members for their consideration and comment for further discussion at the next scheduled meeting.

A yearly schedule highlighting the deadline dates for articles for the parish newsletter is to be placed on the parish council website, the parish noticeboards and Facebook. An article is to be placed in the next newsletter requesting news from local groups and organisations.

A specification of the word count and picture size is to be included within the article and yearly schedule.

7. Community Events

- i) To confirm the schedule and timings for the Christmas event on Saturday 7th December

Due to only a small number of stalls having been secured for the Christmas market, members present **resolved** unanimously for a synthetic ice rink to be erected within the village hall car park in place of the stall holder's marquee. The ice rink is to be provided free to parishioners between 11am and 5pm, with tickets for timed slots being pre-booked via the Eventbrite website and app.

Members present reviewed the applications received for the Christmas market. **Resolved** unanimously the market is held within the committee room off the main hall. As this is the first year for the event, stalls are to be provided free to the applicants.

Volunteers are requested to assist in the ticket checking of the ice rink for the timed slots. A rota is to be formulated for tasks and circulated to the full council.

The set up of the hall, and outside area, will be undertaken during the afternoon of Friday 6th December. Volunteers are requested accordingly.

Investigations are to be undertaken to enquire as to whether one of the stall holder would hold a Wreath making workshop.

- ii) To determine any actions in relation to the Christmas event on Saturday 7th December

Confirmation is to be obtained of the TEN license.

Clarification is to be obtained from West Berks Council as to whether any further permissions are required for the event.

The event plan documentation is to be completed accordingly.

Members **resolved** unanimously to purchase a wine bottle tree rack for erection within the village hall foyer. Nomination slips are to be prepared for completion by residents wishing to nominate individuals identified within the parish as going the “extra mile” for someone or simply an individual they believe deserves a special “Thankyou”. The wine is to be presented at the January parish council meeting. Proposed by Cllr N Morse, seconded by Cllr J Ansell with Cllr A Hales abstaining from voting.

iii) To discuss the provision of a “Green/Environmental Fair”

Members present gave consideration to holding a Green & Environmental Fair in 2020 with a view to educating parishioners and facilitating a “Greener Environment”. An invitation is to be presented to the local schools. Members proposed Saturday 28th March 2020 for the event. Proposed by Cllr A Gallagher, seconded by Cllr N Morse and **resolved** unanimously.

iv) To determine any actions in relation to the proposed VE Day Celebrations 2020

Members present discussed the format for the proposed VE Day Tea Party scheduled for Friday 8th May 2020.

A schedule and event plan for the day is to be formulated and presented at the next meeting for further discussion.

v) To discuss any future community events and give consideration to any specific actions required

Members discussed the potential for a Farmers market for 2020. The item is to be discussed in further detail at the next scheduled meeting.

8. Parish Questionnaire

i) To receive the presentation of data collected from the parish questionnaire

Members present received the infographics poster displaying the key points from the parish questionnaire. The poster has been included within the newsletter and is to be displayed on the parish noticeboards, website and Facebook page.

9. Matters for Future Discussion – Farmers market 2020, Christmas fair wash-up, Christmas fair 2020, diary of events for 2020.

10. Items for Information Only - No further items.

Conclusion - The Chairman closed the meeting closed at 21.03pm.