

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date:	Thursday 26th September 2019	Time:	7.45pm
Place:	Committee room, Burghfield Village Hall		
Present:	Mrs J Ansell	Mrs L Sharp (Acting Chairman)	
	Mrs A Gallagher	Mr T Ansell	
	Mr D Godwin	Mrs T Hipwell	
Attending:	Clerk to the Parish Council	Assistant Clerk to the Parish Council	
Apologies:	Mr N Morse	Mrs A Hales	

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 Mr N Morse. The Clerk advised that Mr N Morse would be standing down as chairman of the committee due to personal commitments. An item is to be included on the next agenda for the appointment of a new chairman.
2. **Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Communications Committee held on 30th May 2019, having been circulated, were confirmed a correct record and signed by the presiding Chairman.
3. **Matters Arising on the Minutes**

Any matters arising for further discussion, or consideration by the committee are within the main body of the meeting.
4. **Communication Methods**
 - i) **To receive an update to potential improvements to communication methods within the community**

Members discussed improvements to communication as a whole between the parish council and the local community.

Discussions with individuals identified with skills specific in assisting the Communications Committee are to be facilitated with a recommendation for individuals to be seconded to the committee is to be prepared for presentation at the next meeting.
 - ii) **To receive an update in relation to parish notice boards**

A list of the existing noticeboards was presented to members present. A report identifying notice boards within the parish not being fully utilised is to be presented at the next meeting. The locations are to be plotted on a map for further consideration.
5. **Parish Newsletter**
 - i) **To review the previous edition and determine any**

improvements for future editions

The next newsletter is scheduled for distribution early December 2019. Articles are being collated for incorporation accordingly. Requests for articles are to be placed on the parish website and Facebook pages.

Members gave consideration to any potential improvement in the visual layout of the newsletter. Ideas are to be discussed in further detail at the next scheduled meeting.

6. Community Events

i) To discuss the provision of a Christmas market on Saturday 7th December at Burghfield Village Hall

Members **resolved** unanimously to proceed with a Christmas market on Saturday 7th December at Burghfield Village Hall. The Chairman advised the Finance committee had resolved to vire additional monies to support additional community events during the current financial year. The timing of the market is to be advertised as between 11am and 4pm.

A TEN license is to be obtained for the event.

Documentation is to be prepared for the event, including a risk assessment, event plan and the provision of first aid.

ii) To determine the format for the Christmas market and the schedule of actions

Members **resolved** unanimously for the Burghfield Santa's to provide refreshments at the market. Tea, coffee and light snacks are to be provided from within the village hall by an outsider caterer.

Members **resolved** unanimously that requests for a stall are to be by application only, with a photograph of items for sale to accompany the application. A formal application form is to be developed for completion. Applications are to be reviewed by the committee, with the successful stall holders being advised formally as soon as possible. A nominal fee of £25 per stall is to be applied.

Members **resolved** unanimously to hire a giant inflatable snow globe.

Members **resolved** unanimously to proceed with the hire of a marquee for placement within the village hall car park for various market stall holders to display and sell their Christmas items.

iii) To receive an update following the 2019 Macmillan Coffee Morning and determine the date for 2020

Members thanked Mrs T Hipwell, the parish clerk and assistant clerk for their hard work in ensuring a successful Macmillan Coffee morning. Total monies received were £726, highlighting the success of changing the venue to the village hall. Consideration was given to the date for next year, **resolving** to book the village hall for Friday 18th September 2020.

iv) To receive an update following the 2019 Sports Day and determine

the date for 2020

Following the success of the 2019 Sports Day, members resolved to hold the event again on Sunday 5th July 2020.

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

Members discussed ideas for the celebration of VE Day on Friday 8th May 2020. The suggestion of an Afternoon Tea Party was determined by members, with the provision of a Military Choir and Swing band. Tea is to be served between 1 and 5pm with food being served at approximately 3pm. Invitations are to be circulated to specific groups within the community with the option to reserve a table at £5.

Enquiries as to the Handybus collecting the elderly from the parish to attend the event are to be made.

Enquiries with the Burghfield RBL are to be undertaken for the provision of a Bugler and Band pipes for the acknowledgement and celebration of VE Day.

The local primary schools are to be asked to get involved in providing messages and pictures for a large noticeboard within the main marquee in memory of those who lost their lives.

7. **Parish Questionnaire**

- i) To receive an update in relation to the data collection and analysis of the parish questionnaire

An infographics poster displaying the priorities emerging from the parish questionnaire is being devised. It is anticipated the poster will be completed prior to the next newsletter for distribution.

- ii) To determine the format for the presentation of the data collected from the parish questionnaire

An article is to be included within the next newsletter with posters being displayed on the parish noticeboards, the parish website and Facebook page.

8. **Matters for Future Discussion** – ideas for future community events, newsletter improvements, environmental issues

9. **Items for Information Only** - No further items.

Conclusion - The Chairman closed the meeting closed at 21.10pm. Date of next meeting was confirmed as Thursday 24th October 2019.