

## BURGHFIELD PARISH COUNCIL

### Minutes of the Communications Committee Meeting

|                   |  |                                       |               |
|-------------------|--|---------------------------------------|---------------|
| <b>Date:</b>      | <b>Thursday 30<sup>th</sup> May 2019</b>       | <b>Time:</b>                          | <b>7.00pm</b> |
| <b>Place:</b>     | <b>Committee room, Burghfield Village Hall</b> |                                       |               |
| <b>Present:</b>   | Mr N Morse                                     | Mrs A Hales                           |               |
|                   | Mrs A Gallagher                                | Mr T Ansell                           |               |
|                   | Mrs J Ansell                                   |                                       |               |
| <b>Attending:</b> | Clerk to the Parish Council                    | Assistant Clerk to the Parish Council |               |
| <b>Apologies:</b> | Mrs L Sharp                                    |                                       |               |
| <b>Absent:</b>    | Mr D Godwin                                    | 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.

*Mr T Ansell & Mrs J Ansell declared a personal interest in item 7 iii) on the agenda.*
2. **Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Communications Committee held on 17<sup>th</sup> January 2019, having been circulated, were confirmed a correct record and signed by the presiding Chairman.
3. **Matters Arising on the Minutes**

Matters arising for further discussion, or consideration by members, are within the main body of the meeting.
4. **Communication Methods**
  - i) **To receive an update of the parish council website upgrade**

Members were advised the website upgrade had been completed, being full accessible via the .gov.uk domain.

All councillor email addresses using the **@burghfieldparishcouncil.gov.uk** have been set up and are fully functional.

A photographer is to attend the next parish council meeting to facilitate individual photographs of each councillor to accompany their bios on the parish website and within the next scheduled newsletter.
  - ii) **To give consideration to a parish council Instagram page**

Members present gave consideration to the initiation of a parish council Instagram page. Official business of the parish council was to continue to be posted on the website and Facebook page with day to day items being posted more on Instagram to capture the younger element of the parish. Resolved unanimously to trial an Instagram page to gauge interest from within the community.

Members present discussed the secondment of specialists within the community for the utilisation of their skills upon the committee. Discussions with individuals identified are to be facilitated with a recommendation prepared for presentation at the next scheduled meeting.

iii) To give consideration 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. The item is to be discussed in further detail at the next scheduled meeting to determine a communications strategy going forward.

A list of the existing noticeboards within the parish is to be compiled with a report identifying any notice boards not being fully utilised. The various locations are to be plotted on a map for future reference.

## 5. Parish Newsletter

i) **To review the previous edition and determine any improvements for future editions**

The next newsletter is scheduled for distribution early June 2019. Articles are being collated for incorporation accordingly. Due to a delay in the completion of their questionnaire, the NDP are to forward their questionnaire document for circulation with the September newsletter.

Further to members approval for 4 additional pages to be included within the March newsletter so as to accommodate larger pictures from local events, a breakdown of the additional costs was provided. Members **resolved** unanimously to continue with the additional pages.

Investigations were undertaken as to whether the newsletter could be printed on recyclable paper. Confirmation was provided that quality of the overall newsletter would be compromised with a significant rise in cost. Members **resolved** unanimously to continue with the current format and specification for paper. A review is to be undertaken in 6 months' time to ascertain whether the costs for recyclable paper could be reduced.

A recommendation is to be presented to the Finance committee for an article to be obtained from any organisation receiving grant funding from the parish council to ensure parishioners are aware of where the funding is being spent.

Members discussed various ways in which the newsletter could be reinvigorated. The following suggestions were presented:

- Chairman's report, Parish council page (litter warden), History section, puppy profile from the Guide Dogs, Hero of the quarter, Scouts Jamboree

## 6. Community Events

i) To give consideration to any actions required in preparation for the Sports Day scheduled for Sunday 7th July 2019.

Members present gave consideration to any actions required in preparation for the upcoming Community Sports Day:

The following amendments to the advertising flyer were approved by members present:

- Timing of the event to be amended to 12pm to 3pm  
Further promotion of the event being a free event  
Races to commence at 1pm
- Members of the committee reiterated their wish for the event to continue to be a low key, free, community event for the local children based on sporting activities

A rota of helpers is to be determined with individuals to be distributed around the various places on a rotation basis.

The purchase of 4 pop up gazebos, having been approved at the previous meeting, has been undertaken.

ii) To approve the incorporation of the Burghfield Running Club Annual Fun Run with the Sports Day on Sunday 7th July 2019

Members present resolved unanimously for the incorporation of the Burghfield Running Club Annual Family Fun Run with the Community Sports Day. A note is to be included within the advertising flyer.

iii) To confirm the schedule for the Burghfield Family Bike Ride on Sunday 9th June 2019

Members were advised this year's Annual Burghfield Bike Ride was scheduled for Sunday 9th June. All relevant paperwork and documents had been forwarded to the parish clerk for the event. Thanks were expressed to the organisers of the event.

iv) To give consideration to any actions required in preparation for the Macmillan Coffee morning scheduled for Friday 13th September 2019

Confirmation was provided that allotment holders would be in attendance at the Macmillan Coffee Morning offering surplus produce for a donation in support of the event. Investigations are being undertaken for the provision of background music with performances also planned by the local school choirs.

The allotment holders are to be asked to provide surplus stock for the provision of soup as an alternative to cake at the Macmillan coffee morning. Warings bakery is to be asked for a contribution of bread rolls to accompany the soup.

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

Members are to give consideration to future events in the parish for further discussion at the next meeting. It was highlighted that a wide range of ages need to be catered for in future events.

## 7. Parish Questionnaire

- i) To receive an update in relation to the parish plan refresh questionnaire

Members were advised that to date 500 questionnaires' had been completed and returned.

- ii) To determine the schedule for the analysis of the data collected from the questionnaire

Quotations for the input of 350 paper copies of the questionnaire onto survey monkey were considered by members present.

**Resolved** unanimously to instruct the local student at £1.20 per questionnaire to undertake the works within a two week window. Proposed by Mr N Morse, seconded by Mrs A Gallagher and **resolved** unanimously.

8.

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

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

**Conclusion** - The Chairman closed the meeting closed at 20.46pm. Date of next meeting was confirmed as Thursday 25<sup>th</sup> July 2019.