

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 18th June 2020 **Time:** 7.00pm
Place: Virtually via Zoom (*Please contact the Clerk to register your interest*)

Cally Morris
Clerk to Burghfield Parish Council

- 1.06 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**
- 2.06 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).
- 3.06 Applications for Dispensations**
To consider and grant any applications from members who may have a personal/financial interest in a specific matter under consideration.
- 4.06 Minutes of the last Meeting**
To approve the Minutes of the last meeting of the Committee held on 20 February 2020
- 5.06 Matters Arising on the Minutes**
- 6.06 Parish Newsletter**
 - i) To review the May edition of the newsletter and determine any modifications required
 - ii) To consider the next edition of the newsletter, the articles within and distribution should restrictions still be in place.
- 7.06 Communication Methods**
 - i) To consider the development of a Social Media Plan
- 8.06 Community events**
 - i) To consider the impact of Coronavirus on planned events within the parish and the process for acting within Government guidelines
 - ii) To receive confirmation of the cancellation of the Community Sports Day in July
 - iii) To confirm the cancellation of the Macmillan Coffee Morning scheduled for September
 - iv) To determine whether Burghfield on Ice is to be postponed until 2021
 - v) To confirm the schedule of community events during 2021

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9.06 Environmental Initiatives

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

10.06 To consider the development of an Emergency Plan

11.06 Matters for Future Discussion

12.06 Items for information Only