

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 18th June 2020 **Time:** 7.00pm
Place: Virtually via Zoom
Present: Mrs L Sharp (Chairman)
Mrs J Ansell Mr T Ansell
Mr N Morse Mrs A Gallagher
Mr D Godwin
Attending: Clerk to the Parish Council Assistant Clerk to the Parish Council
Apologies: Mrs A Hales

The Chairman opened the meeting by reiterating that questions from parishioners were at their discretion and that a total of 15 minutes would be allocated accordingly. The chairman, to ensure fairness for all residents in attendance, stated that a maximum time of 3 minutes was allocated to each individual. The session would close after 15 minutes to ensure all remaining business upon the agenda could be transacted. Residents were reminded that upon closure of the question time, they were in attendance in an observational capacity only and to not cause a disturbance. No members of the public were present. The chairman closed the floor to questions, reiterating that members of the public were present in an observational capacity only.

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

Apologies were noted and received from Cllr A Hales. Resolved **unanimously** by members present to accept the apologies as presented.

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 of the Committee

The minutes of the last meeting of the Communications Committee held on 20 February 2020, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

5.06 Matters Arising on the Minutes

All items are being at the relevant point in the agenda.

6.06 Parish Newsletter

- i) To review the May edition of the newsletter and determine any modifications required

Congratulations and thanks were presented to everyone who assisted with the packing and distribution of the latest newsletter, fitting in with all the Covid-19 social distancing regulations.

- ii) To consider the next edition of the newsletter, the articles within and distribution should restrictions still be in place.

Members discussed distributing the next newsletter slightly earlier than originally scheduled to enable the proposed plans for the refurbishment and modernisation of the village hall to be circulated to parishioners.

7.06 Communication Methods

i) To consider the development of a Social Media Plan

Members considered the production of a Social Media Plan. A review of the Communications Policy previously produced in 2013 is to be undertaken. The revised document will be presented at the next meeting.

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

Members expressed sadness in relation to the various events cancelled following the outbreak of Covid-19 and subsequent lockdown measures imposed. Members acknowledged that future events were still uncertain due to the social distancing measures in place and no definitive date as to when they may be lifted.

ii) To receive confirmation of the cancellation of the Community Sports Day in July

Resolved unanimously by members present that the Community Sports Day scheduled for 5th July is cancelled.

iii) To confirm the cancellation of the Macmillan Coffee Morning scheduled for September

Resolved unanimously by members present the Macmillan Coffee Morning, scheduled in September is cancelled.

iv) To determine whether Burghfield on Ice is to be postponed until 2021

Members discussed at length whether the proposed Burghfield on Ice event could go ahead this year. Due to the costs involved, it was **resolved** unanimously to postpone the event until 2021. However, should all social distancing measures be lifted, the committee will review as to whether a smaller event could be organised.

v) To confirm the schedule of community events during 2021

Members present proposed the calendar of events for 2021 followed the same pattern as 2020. The exact dates are to be determined at the next meeting.

9.06

Environmental Initiatives

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

The committee determined that they had successfully implemented the use of recyclable paper and a request for email copies of the newsletter as environmental initiatives.

10.06

To consider the development of an Emergency Plan

Members discussed the need for an Emergency plan, especially in light of recent events. The previous document is to be reviewed to determine its suitability and amendments required. A report is to be presented at the next meeting for consideration as to the next steps required.

11.06

Matters for Future Discussion

12.06

Items for Information Only - No further items.

Conclusion - The Chairman closed the meeting closed at 20.18pm