

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

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NOTICE OF MEETING

You are summoned to attend a meeting of the **Communications Committee**. The meeting will be held on **Thursday 19th November 2020 at 6.30pm** for the transaction of business as set out in the Agenda below. This meeting will be held in a virtual format in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 ("the Regulations").

Date: Thursday 19th November 2020 **Time:** 6.30pm
Place: Virtually via Zoom
Meeting ID: 861 4763 1901 **Passcode:** 733683

Cally Morris
Clerk to Burghfield Parish Council

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

2.11 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).

3.11 Applications for Dispensations

To consider and grant any applications from members who may have a personal/financial interest in a specific matter under consideration.

4.11 Minutes of the last Meeting

To approve the Minutes of the last meeting of the Committee held on 17 September 2020

5.11 Matters Arising on the Minutes

6.11 Parish Newsletter

- i) To consider the next edition of the newsletter and the articles within
- ii) Confirm the production and distribution of the newsletter due to Covid safety rulings

7.11 Communication Methods

- i) To review the Communications Policy and determine any changes or modifications required

8.11 Community events

To discuss any potential community events during 2021

9.11 Environmental Initiatives

- i) To consider any proposals or specific actions in relation to any potential environmental initiatives

10.11 To consider the development of an Emergency Plan

11.11 To discuss Operation London Bridge and determine any specific action required

11.11 Matters for Future Discussion

12.11 Items for information Only