

## BURGHFIELD PARISH COUNCIL

### Minutes of the Communications Committee Meeting

<b>Date:</b>	<b>Thursday 16<sup>th</sup> January 2020</b>	<b>Time:</b>	<b>7.45pm</b>
<b>Place:</b>	<b>Committee room, Burghfield Village Hall</b>		
<b>Present:</b>	Mrs L Sharp Mrs J Ansell Mr N Morse	Mrs A Hales Mr T Ansell	
<b>Attending:</b>	Clerk to the Parish Council 1 member of the public	Assistant Clerk to the Parish Council	
<b>Apologies:</b>	Mrs T Hipwell Mr D Godwin	Mrs A Gallagher	

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. The following questions were presented:

- 1) *Mrs Alison May requested that consideration be given to the circulation of the newsletter via email rather than posted to address the councils desire to become more environmentally aware and sensitive.*
- 2) *Mrs Alison May stated that as the committee is based around providing community events, she would appreciate consideration to be given to any impact upon the environment an event may have. Concern is expressed as to which document the committee would be benchmarked against as it appears to not have a specific environment policy.*

The chairman closed the floor to questions, reiterating that members of the public were present in an observational capacity only.

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

Apologies were noted and received from Mrs T Hipwell, Mrs A Gallagher and Mr D Godwin. Resolved **unanimously** to accept the apologies as presented.

#### **2.01 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).

#### **3.01 Applications for Dispensations**

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

#### **4.01 Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Communications Committee held on 7 November 2019, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

#### **5.01 Matters Arising on the Minutes**

The clerk advised members that all successful nominees from the "Nominate a Neighbour" had been advised to collect their bottle of wine. The feedback from nominees has been extremely positive to date. A note is to be placed in the next newsletter with thanks being expressed to The Six Bells and The Hatch Gate pub.

The parish handyman has been instructed to erect the noticeboard at the skate

park.

## 6.01

### **Parish Newsletter**

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

Members received the revised layout for the newsletter prepared by the editor, expressing their preference for the new layout. Resolved unanimously that subsequent editions are based upon the new format.

A yearly schedule highlighting the deadline dates for articles for the parish newsletter was presented to members. A copy is to be circulated to all contributors for their reference.

- ii) To receive the quotations for recyclable paper for the newsletter

Members present gave consideration to the quotations received for the use of recyclable paper for the newsletter.

Proposed by Mr T Ansell, seconded by Mrs A Hales and **resolved** unanimously to use recyclable paper for newsletters.

Proposed by Mr N Morse, seconded by Mrs J Ansell and **resolved** unanimously to go with option A for the paper as presented. An article is to be included within the next newsletter advising of the move to recyclable paper with the recyclable symbol displayed on both the front and back cover.

## 7.01

### **Communication Methods**

- i) To discuss the current methods of communicating with parishioners and determine any alternative methods

Further investigations are to be undertaken in reducing the carbon footprint of the council, considering the potential in formulating a mailing list for the circulation of news and email updates. Members discussed the use of mail chimp, noting that the free version allows up to 2,000 emails. Residents are to be asked in the next newsletter whether they would like to receive their newsletter via email instead of posting. The response rate will be reviewed accordingly at the subsequent meeting.

Members discussed the use of Instagram for promotion of parish council community events. Following discussions, members **resolved** unanimously to not progress the idea of using Instagram any further.

- ii) To review the parish councils use of Facebook

Members confirmed that any question from a member of the public presented via Facebook would be answered to clarify general information only. Any specific question is to be responded to via direct messaging. Debate via Facebook is not to be encouraged or entered into.

## 8.01

### **Community Events**

- i) To confirm the diary of events scheduled for 2020 and any immediate promotion required

Members discussed the Burghfield on Ice event, giving consideration to both its successes and any specific points for improvement & further consideration.

Very positive feedback from those in attendance had been received with members of the public being appreciative the event was free. Comments regarding the Wine bottle Christmas tree, and the opportunity to nominate a neighbour, were also positive with a request for it to continue in subsequent years. Positive comments were also received from a number of local organisations regarding the internal decoration of hall.

Saturday 5th December 2020 was confirmed for this year's event. Stall holders are to be contacted as soon as possible to determine the level of interest and determine the scale of the event. Members are to discuss in further detail at the next scheduled meeting upon gaining an idea of the number of stall holders interested in attending the event.

The following events were considered, and approved for parish council support for the current year:

- i) VE Day Celebrations - 8<sup>th</sup> May 2020
- ii) May Fayre – 10<sup>th</sup> May 2020
- iii) Burghfield Bike Ride – 7<sup>th</sup> June 2020
- iv) Community Sports Day – 5<sup>th</sup> July 2020
- v) Macmillan Coffee Morning – September 2020
- vi) Burghfield on Ice – 5<sup>th</sup> December 2020

ii) To give consideration to any additional events for the year

The following events were considered:

- i) Farmers Market
- ii) Pop up Café
- iii) World Environment Day – 5<sup>th</sup> June 2020
- iv) Cycle to workday – 8<sup>th</sup> August 2020
- v) Zero waste week – 7-11<sup>th</sup> September 2020
- vi) Walk to School – 18<sup>th</sup> – 22<sup>nd</sup> May 2020
- vii) Guinness Book of Records - World Record attempt

Members discussed a possible World Record attempt for Burghfield, specifically the compilation of the world's largest punctuation mark. The Burghfield Santa's are to be asked to incorporate the event with this years Burghfest in September.

Members gave consideration to the incorporation of a Young Citizen of the Year award. Further thought is to be given to the application process at the next scheduled meeting.

Members determined that support for all the above events would be provided with promotion and publicity via the parish newsletter, website, Facebook page and noticeboards.

iii) To confirm the schedule for advertising and promotion of all community events during 2020

All events are to be promoted and advertised via the parish newsletter, the parish website, the parish Facebook page, parish noticeboard and where possible, the Village Eye.

iv) To discuss the format for the VE Day Celebrations 2020 and determine actions required

Consideration was given to the format for the VE Day celebrations scheduled for Friday 8<sup>th</sup> May 2020 between 1pm and 5pm.

Members were advised a Bugler and Piper had been organised prior to the National Toast at 3.00pm. Rev Glynn will provide a short Commemorative piece. The following local groups are to be invited to the event: Bland's Court, Highfield Court, TiM, Burghfield WI and the Friendly Firs. The event will be open to everyone for picnics on the field with formal invitations being sent to the above groups only. A High tea is to be served to invitees with everyone else being encouraged to bring a picnic. A meeting is to be established with Burghfield WI to progress the overall organisation of the event accordingly.

v) To discuss the format for the May Fayre 2020 and determine the required actions

Members discussed the importance to continue with their attendance at the May Fayre. Environment issues under development, the revised Community Hub plans, the schedule of events during the year and a Poll for recycling ideas are all to be presented. The Parish Questionnaire results to be displayed via a large poster.

vi) To discuss the format and date for the "Green/Environmental Fair" and the actions required

Members suggested incorporating a green fair with a Farmers market on Saturday 5<sup>th</sup> September 2020 with an aim to educating parishioners and facilitating a "Greener Environment". An organic café is to be incorporated. To be discussed in further detail at the next meeting. Proposed by Mr T Ansell, seconded by Mrs J Ansell and **resolved** unanimously to progress accordingly.

9.01

**Environmental Initiatives**

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

Further details are to be obtained in relation to the following events:

- i) Earth Day – 22<sup>nd</sup> April 2020
- ii) World Environment Day – 5<sup>th</sup> June 2020
- iii) Cycle to workday – 8<sup>th</sup> August 2020
- iv) Zero waste week – 7-11<sup>th</sup> September 2020
- v) Zero emissions Day – 21<sup>st</sup> September 2020
- vi) World Car Free Day – 22<sup>nd</sup> September 2020
- vii) Walk to School day/week/month – May 2020

Individual committees upon the council are to be encouraged to establish their various environmental initiatives for the year.

The Community committee are to be encouraged to investigate recycling facilities available within the local area.

10.01

**Matters for Future Discussion** – No further items were identified.

11.01

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

**Conclusion** - The Chairman closed the meeting closed at 21.08pm