

## BURGHFIELD PARISH COUNCIL

### Minutes of the Communications Committee Meeting

**Date:** Thursday 20<sup>th</sup> February 2020 **Time:** 7.45pm  
**Place:** Committee room, Burghfield Village Hall  
**Present:** Mrs L Sharp (Chairman) Mrs A Hales  
Mrs J Ansell Mr T Ansell  
Mr N Morse Mrs A Gallagher  
**Attending:** Clerk to the Parish Council Assistant Clerk to the Parish Council  
**Apologies:** Mr D Godwin

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.

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

Apologies were noted and received from Mr D Godwin. Resolved **unanimously** to accept the apologies as presented.

**2.02 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).

**3.02 Applications for Dispensations**

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

**4.02 Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Communications Committee held on 16 January 2020, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

**5.02 Matters Arising on the Minutes**

Recyclable paper has been obtained and approved for the next newsletter.

**6.02 Parish Newsletter**

i) To consider any additional articles for the next edition of the newsletter

Members agreed that the volume of articles received for the next edition of the newsletter was very encouraging. No further articles are to be sought at present.

**7.02 Community Events**

i) To receive an update in relation to the organisation of the VE Day Celebrations 2020 and determine further actions required

Consideration was given to the format for the VE Day celebrations scheduled for Friday 8th May 2020 between 2pm and 4.30pm.

Members were advised a Piper had been organised prior to the National Toast at 3.00pm. Rev Glynn will provide a short Commemorative piece.

The following local groups have been invited to the event: Bland's Court, Highfield Court, TiM, Burghfield WI, Friendly Firs, Royal British Legion, Burghfield & Mortimer Volunteer Bureau, St. Mary's Church, HMS Dauntless

ladies. 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. The Burghfield WI have confirmed their involvement in the event, providing the afternoon tea.

The local schools are to be contacted to assist in the provision of bunting to decorate the marquee.

ii) To determine any action required for the provision of a parish council stall at the upcoming May Fayre 2020

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. A rota of hourly slots for the manning of the stall by parish councillors is to be devised and circulated.

iii) To confirm the name and date of the Green/Environmental Fair

Members determined the name for the green fair as "Going Green on the Green" to be held between the hours of 10.00am and 2.00pm. **Resolved** unanimously by members present.

iv) To determine the format for the Green Fair and actions required for its progression

Members discussed the format for the "Going Green on the Green" fair on Sunday 7<sup>th</sup> June 2020 with an aim to educating parishioners and facilitating a "Greener Environment". An organic café is to be incorporated within the event. Members are to contact suitable organisations and local groups to exhibit at the fair. A list of potential stall holders, with a skeleton outline of the day, is to be compiled by the clerk and forwarded to members for circulation with the poster.

v) To receive an update in relation to the organisation of the Community Sports Day on 5th July 2020 and determine actions required

Members present considered any actions required in preparation for the upcoming Community Sports Day:

- Timing of the event to be 12pm to 3pm
- Further promotion of the event being a free event
- Races commence at 1pm
- Café & Ice cream
- More timed events
- Incorporate Fun Run
- Two large inflatables manned by company

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 devised and circulated.

vi) To receive an update in relation to the organisation of the Burghfield on Ice Christmas Event on 5th December 2020 and determine actions required

Members discussed the charging for market stalls, resolving unanimously to apply a charge of £15 per stall. Proposed by Mrs J Ansell, seconded by Mrs A Gallagher and resolved unanimously.

Members confirmed the timings for the Christmas market as 10am to 5pm.

Members confirmed the timings for the Ice Rink being available as 10am to 5pm.

Members confirmed the timings for the Christmas market as 10am to 5pm.

## 8.02

### 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) Cycle to workday – August 2020
- ii) Zero waste week – 7-11<sup>th</sup> September 2020
- iii) Zero emissions Day – 21<sup>st</sup> September 2020
- iv) World Car Free Day – 22<sup>nd</sup> September 2020
- v) Walk to School day/week/month – 1<sup>st</sup>-31<sup>st</sup> October

Details relating to the above are to be passed to Burghfield Community for further promotion. Members present **resolved** unanimously that the parish council are to focus on matters they can instigate within the parish

**9.02**

**Matters for Future Discussion** – Social Media Plan, Green tips for newsletter, request suggestions from people in the parish, emergency plan

**10.02**

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

**Conclusion** - The Chairman closed the meeting closed at 20.55pm