

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

Burghfield Parish Council, PO Box 7381, Reading RG1 9XP

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NOTICE OF MEETING

You are summoned to attend a meeting of the **Communications Committee** for the transaction of business as set out in the Agenda below.

Date: Thursday 14th October 2021 **Time:** 6.30pm

Place: Burghfield Village Hall, Recreation Road, Burghfield

Cally Morris

Clerk to Burghfield Parish Council

1.1021 To report, approve and record apologies for absence (and reasons) from members

2.1021 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).

3.1021 Applications for Dispensations

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

4.1021 Minutes of the last Meeting

To approve the Minutes of the last meeting of the Committee held on 11th March 2021

5.1021 Clerks update

6.1021 Parish Newsletter

- i) To consider the next edition of the newsletter and the articles within
- ii) Confirm the production and distribution of the next newsletter scheduled for December 2021

7.1021 Communication Methods

- i) To give consideration to any improvements to communication the parish council could implement

8.1021 Community events

- i) To discuss The Queen's Platinum Jubilee Beacons 2nd June 2022
- ii) To determine an action plan for any potential events for 2022

9.1021 Environmental Initiatives

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

10.1021 To give consideration to any capital projects for inclusion within the estimates for financial year 2022/2023

12.1021 Matters for Future Discussion

13.1021 Items for information Only