

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 23rd June 2022 **Time:** 7.00pm
Place: West Wing, Burghfield Village Hall, Recreation Road, Burghfield
Present: Cllr L Sharp (Chairman) Cllr A Gallagher
Cllr N Morse Cllr D Godwin
Cllr B Neilson Cllr R Thorrington

2 Members of the public

Apologies: Cllr T Ansell and Cllr J Ansell

Attending: Assistant Clerk to the Parish Council

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. No questions were raised by members of the public present. The chairman closed the floor to questions, reiterating that members of the public were present in an observational capacity only.

1.0622 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council

Apologies for absence were presented and approved from members for Cllr T Ansell and Cllr J Ansell.

2.0622 Declaration of any personal or financial interests

No Declarations were presented by members in attendance.

3.0622 Applications for Dispensations

No applications were presented by members in attendance.

4.0622 Minutes of the last meeting of the Committee

The minutes of the last meeting of the Communications Committee held on 14th April 2022, having been circulated, were confirmed a correct record, and signed by the presiding Chairman.

5.0622 Parish Newsletter

i) To review the June edition of the Newsletter and consider articles for the September edition

Cllr A Gallagher received a number of positive comments on the information published within the June Newsletter and expressed thanks to the committee.

The next newsletter is scheduled for distribution week commencing 5th September. The following articles were considered for inclusion:

- Macmillan Coffee Morning Advertisement
- Community Hero Nominations for December
- Community Sports Day review and pictures
- Burghfield On Ice Event Flyer and a request for stall holders
- BRA - donations of monies raised at the May Fayre.
- Café Update
- NDP process
- Parish Council Achievements, committee updates
- Security camera installation update
- Law enforcement – Article from the police, reminder on how to report crime and anti-social behaviour within the parish.
- WI jubilee Telephone Box decorations
- Email requests for newsletter
- Wheelchair Access onto the Common Recreation Ground

6.0622 Community Hero

i) To receive the nominations received for the Community Hero Award

No Nominations for the award have been received prior to the meeting.

7.0622 **Community Events**

i) To review and confirm any actions for Community Sports Day

An action list was circulated to members for their review:

- Banners have been erected around the parish
- Thanks were expressed to Cllr M Cresser for updating the parish noticeboards
- Information sent to all schools & nurseries for communication to parents.
- Event on FB & advertised on website
- A requested is to be presented to Café B to assist with a small café from the pavilion for the duration of the event.

ii) To determine the schedule of actions for the Macmillan Coffee Morning

The Village Hall has been booked for Friday 23rd September 2022 with the event scheduled for 10am to 12.30pm. Donations are to be sought for raffle prizes. Cllr A Gallagher will liaise with allotment holders for a fruit & veg display as a donation. Local community groups are to be invited to display information on activities in the parish.

8.0622 **Review the Parish Council website and accessibility**

A quote of £875.00 was presented to members for a 'Search' functionality to be added to the Parish Council website. Further quotations are to be sought.

9.0622 **Environmental Initiatives**

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

An article is to be included on FB and the newsletter to advertise that the newsletter is available for viewing via the website or email.

Councillors residing upon the Communications Committee are to be removed from the mailing list with all remaining Councillors to be asked the question at the next parish council meeting.

10.0622 **Review Communication Methods/Community engagement**

Members are to review the overall communication & engagement in the community to determine a communications strategy at the next meeting.

11.0622 **Matters for Future Discussion**

Communication & community engagement

12.0622 **Items for information Only – No further items**

Conclusion - The Chairman closed the meeting at 20.21