

# BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

Burghfield Parish Council, PO Box 7381, Reading RG1 9XP  
Tel: 0118 9831748 Email: [enquiries@burghfieldparishcouncil.gov.uk](mailto:enquiries@burghfieldparishcouncil.gov.uk)

## 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 13<sup>th</sup> October 2022 **Time:** 6.30pm

**Place:** West Wing Committee Room, Burghfield Village Hall

Claire Stroud  
Assistant Clerk to Burghfield Parish Council

**1.1022 To report, approve and record apologies for absence (and reasons) from members**

**2.1022 Declaration of any personal or financial interests**

**3.1022 Applications for Dispensations**

**4.1022 Minutes of the last Meeting**

- i) To approve the Minutes of the last meeting of the Committee held on 23 June 2022

**5.1022 Parish Newsletter**

- i) To review the September edition of the Newsletter and consider articles for December.
- ii) To review the annual costs of the newsletter for 2023/2024 and determine the schedule of editions

**6.1022 Community Hero**

- i) To review any nominations received for the Community Hero Award

**7.1022 Community events**

- i) To determine the schedule of actions for Burghfield on Ice
- ii) To consider the schedule of events for 2023/2024 and any budgetary requirements

**8.1022 Parish Council website**

- i) To receive an update in relation to the addition of a "Search" facility to the website

**9.1022 Environmental Initiatives**

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

**10.0622 Communication & Community engagement**

- i) To give consideration to the proposal received from Breakthrough Communications
- ii) To determine methods for improved communication and community engagement

**11.0622 Matters for Future Discussion**

**12.0622 Items for information Only**