

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 13 October 2022 **Time:** 6.30pm
Place: West Wing, Burghfield Village Hall, Recreation Road, Burghfield
Present: Cllr L Sharp (Chairman) Cllr A Gallagher
Cllr N Morse Cllr D Godwin (arrived 6.45pm)
Cllr T Ansell Cllr R Thorrington
Apologies: Cllr J Ansell & Cllr B Neilson
Attending: Assistant Clerk to the Parish Council

1.1022 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 B Neilson and Cllr J Ansell.

2.1022 Declaration of any personal or financial interests

No Declarations were presented by members in attendance.

3.1022 Applications for Dispensations

No applications were presented by members in attendance.

4.1022 Minutes of the last meeting of the Committee

The minutes of the last meeting of the Communications Committee held on 23 June 2022, having been circulated, were confirmed a correct record, and signed by the presiding Chairman.

5.1022 Parish Newsletter

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

The following articles were considered for inclusion within the December edition of the newsletter:

- Macmillan Coffee Morning (Nick)
- Nominate your Neighbour - December
- Burghfield On Ice Event
- Café Update
- NDP process
- Parish Council Achievements, committee updates
- Security camera installation update – ASB being addressed
- Email requests for newsletter
- Food bank & Warm Hub
- Burghfield Santa events for 2022

ii) To review the annual costs of the newsletter for 2023/2024 and determine the schedule of editions

Members present reviewed the annual cost of the newsletter in conjunction with the objectives of the committee in distributing the newsletter. Costs for postage were taken into consideration as were printing costs with various alternatives discussed.

Resolved: To keep the existing format of the newsletter with a reduction to 3 editions from 4, being December, March, and July.

Resolved: To investigate the distribution of the newsletter via an external company to further reduce costs and the councils carbon footprint.

6.1022 Community Hero

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

The next newsletter is to include “Nominate a Neighbour” for an act of kindness to receive a bottle of wine.

7.1022

Community Events

i) To determine the schedule of actions for Burghfield on Ice

Following discussions relating to Burghfield on Ice, the following actions were resolved:

- i) The event will be held at the Village hall
- ii) A fee of £15 per stall is to be applied. Charities are to contact the council to discuss a waiver.
- iii) A café is to be provided. Café B are to be asked to provide accordingly.
- iv) The wine bottle tree for "Nominate a Neighbour" is to be utilised.
- v) Ice rink to be £1 per ticket, with a maximum of 5 tickets per registered email address
- vi) Snow Globe to remain a free event.
- vii) Santas grotto potentially in the Hipwell room.
- viii) Mulled wine & Mince pies to be requested/provided by the Burghfield Santas.
- viii) Discussions are to be held with May Fayre organisers regarding food providers.
- x) Electrics to be provided by D Godwin
- xi) A schedule for helpers is to be determined and distributed for members to sign up to.

ii) To consider the schedule of events for 2023/2024 and any budgetary requirements

Members reviewed the current years events and proposed schedule for 2023/2024. It was noted that the Kings Coronation had been set for the 6th of May 2023.

Resolved: The schedule presented was accepted accordingly with the addition of a Café opening event.

Resolved: A joint event with the BRA to celebrate the Coronation is to be organised should the dates correspond. An alternative celebration will be arranged if dates do not align.

8.1022

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.

Resolved: A call is to be established with the website provider to determine the costs for the functionality. Clerk & Cllr Thorington to arrange and attend accordingly.

9.1022

Environmental Initiatives

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

Residents are to be further encouraged to receive the newsletter via email and advised all editions are available for viewing via the parish website.

10.1022

Communication & Community engagement

i) To give consideration to the proposal received from Breakthrough Communications

Members reviewed the quotation received from Breakthrough Communications for the creation of a Communications Strategy.

Resolved: Upon a Support & Communications officer being in place, a communications strategy will be discussed for progression.

ii) To determine methods for improved communication and community engagement

Members acknowledged that the employment of a Support & Communications Officer would enable improved communications and engagement with parishioners. The post holder will be encouraged to attend local events, hold monthly surgeries/catch up sessions, and attend the local café to engage with different groups within the local community.

11.1022

Matters for Future Discussion

12.1022

Items for information Only

Conclusion - The Chairman closed the meeting at 19.42pm.