

# 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 19<sup>th</sup> January 2023 **Time:** 6.30pm

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

Cally Morris  
Clerk to Burghfield Parish Council

**1.0123 To report, approve and record apologies for absence (and reasons) from members**

**2.0123 Declaration of any personal or financial interests & Applications for Dispensations**

**3.0123 Minutes of the last Meeting**

- i) To approve the Minutes of the last meeting of the Committee held on 13 October 22

**4.0123 Parish Newsletter**

- i) To review the December edition of the Newsletter and consider articles for March.
- ii) To give consideration to the undertaking of community consultation regarding the newsletter and its distribution

**5.0123 Community events**

- i) Overview and wash-up further to Burghfield on Ice being held in December 2022
- ii) To determine any specific actions required to progress the schedule of events for 2023/2024

**6.0123 Parish Council website**

- i) To give consideration to a review of the parish council website and display of information
- ii) To give consideration to the development of a Village Hall specific website

**7.0123 Environmental Initiatives**

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

**8.0123 Communication & Community engagement**

- i) To give consideration to improved methods for community engagement and communication
- ii) To identify any specific actions for the Support & Communications officer

**9.0123 Matters for Future Discussion**

**10.0123 Items for information Only**