

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 16th February 2023 **Time:** 6.30pm

Place: West Wing Committee Room, Burghfield Village Hall

Cally Morris
Clerk to Burghfield Parish Council

1.0223 To report, approve and record apologies for absence (and reasons) from members

2.0223 Declaration of any personal or financial interests & Applications for Dispensations

3.0223 Minutes of the last Meeting

- i) To approve the Minutes of the last meeting of the Committee held on 19 January 2023

4.0223 To give consideration to the format for Community events scheduled for 2023

1) Burghfield on Ice

- i) Overview and wash-up from Burghfield on Ice December 2022
- ii) To determine the format for 2023 and specific actions required to progress

2) Community Sports Day 2023

- i) Overview and wash-up from Community Sports Day 2022
- ii) To determine the format for 2023 and specific actions required to progress

3) Macmillan Coffee Morning 2023

- i) Overview and wash-up from Macmillan Coffee morning 2022
- ii) To determine the format for 2023 and specific actions required to progress

4.0223 Communication of events

- i) To determine methods for community engagement and communication of approved events
- ii) To identify any specific actions for the Support & Communications officer

5.0223 Items for information Only

Close of meeting