

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

Burghfield Parish Council, PO Box 7381, Reading RG1 9XP
Tel: 0118 9831748 Email: 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 16th March 2023 **Time:** 6.30pm
Place: West Wing Committee Room, Burghfield Village Hall

Cally Morris
Clerk to Burghfield Parish Council

1.0323 To report, approve and record apologies for absence (and reasons) from members

2.0323 Declaration of any personal or financial interests & Applications for Dispensations

3.0323 Minutes of the last Meeting

- i) To approve the Minutes of the last meeting of the Committee held on 16 March 2023

4.0223 To determine any actions required for Community events scheduled for 2023

Kings Coronation

- i) To receive an update on actions to date and the format for the event
- ii) To determine and progress specific actions required for the success of the event

May Fayre

- i) To receive an update on actions to date and the format for the event
- ii) To determine and progress specific actions required for the success of the event

Community Sports Day 2023

- i) To receive an update on actions to date and the format for the event
- ii) To determine and progress specific actions required for the success of the event

Macmillan Coffee Morning 2023

- i) To receive an update on actions to date and the format for the event
- ii) To determine and progress specific actions required for the success of the event

Burghfield on Ice

- i) To receive an update on actions to date and the format for the event
- ii) To determine and progress specific actions required for the success of the event

4.0323 To review expenditure to date of scheduled events

5.0323 Communication of events

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- i) To confirm the communication of approved events
- ii) To identify any specific actions for the Support & Communications officer

6.0323 Items for information Only

Close of meeting