

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 20th April 2023 **Time:** 6.30pm
Place: West Wing Committee Room, Burghfield Village Hall

Cally Morris
Clerk to Burghfield Parish Council

1.0423 To report, approve and record apologies for absence (and reasons) from members

2.0423 Declaration of any personal or financial interests & Applications for Dispensations

3.0423 Minutes of the last Meeting

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

4.0423 To determine any actions required for Community events scheduled for 2023

Kings Coronation

- i) To receive an update on actions taken & determine any specific actions for progression

May Fayre

- i) To receive an update on actions taken & determine any specific actions for progression

Community Sports Day 2023

- i) To receive an update on actions taken & determine any specific actions for progression

Macmillan Coffee Morning 2023

- i) To receive an update on actions taken & determine any specific actions for progression

Burghfield on Ice

- i) To receive an update on actions taken & determine any specific actions for progression

5.0423 To review expenditure to date of scheduled events

6.0423 Parish Newsletter

- i) To determine the undertaking of community consultation regarding the newsletter
- ii) To review the March edition and confirm the details for the next scheduled edition

7.0423 Parish Council website

- i) To discuss and receive recommendations for the upgrade and revision of the parish council website

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8.0423 Communication of events

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

9.0423 Items for information Only

Close of meeting