

# BURGHFIELD PARISH COUNCIL

## Minutes of the Communications Committee Meeting

**Date:** Thursday 19 January 2023 **Time:** 6.30pm  
**Place:** West Wing, Burghfield Village Hall, Recreation Road, Burghfield  
**Present:** Cllr L Sharp (Chairman) Cllr A Gallagher  
Cllr N Morse Cllr B Neilson  
Cllr T Ansell Cllr R Thorrington  
Cllr J Ansell  
**Apologies:** Cllr D Godwin

**1.0123 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 D Godwin.

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

No Declarations or applications for dispensations were presented by members in attendance.

**3.0123 Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Communications Committee held on 13 October 2022 were confirmed a correct record and signed by the presiding Chairman.

**4.0123 Parish Newsletter**

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

Members discussed the December edition of the newsletter, having been distributed prior to the Christmas period. The following articles are to be included within the next edition, scheduled for distribution early March:

- *Nominate a neighbour, Skate Park upgrade, Calendar of events for the year, Public toilet, Kings Coronation event in Mortimer, Café update, CCTV update & ASB, Committee overview, Cllr profiles and election information, Precept update, stall holders, volunteers for the organisation of community events, events planning meeting.*

ii) To give consideration to the undertaking of community consultation regarding the newsletter and its distribution

Resolved: To include an article in the March edition of the newsletter to encourage community consultation regarding the frequency, distribution, and overall view of the newsletter. A link to a survey is to be provided. A QR code is also to be included to encourage people to register for receiving the newsletter electronically.

**5.0123 Community Events**

i) Overview and wash-up further to Burghfield on Ice being held in December 2022

Members discussed the Burghfield on Ice event, deeming it to be a huge success. A separate meeting is to be held to discuss the progression of Burghfield on Ice for 2023.

ii) To determine any specific actions required to progress the schedule of events for 2023/2024

A separate community events scheduling meeting is to be established for February to progress the annual events accordingly.

Discussions were held in relation to the Kings Coronation being scheduled in Mortimer. Communications are to be held with the organisers to determine any assistance required from Burghfield.

Parish Council representation is scheduled for the May Fayre on 21<sup>st</sup> May 2023. Members are to determine the format and layout of the stall to encourage participation and

community feedback.

Members discussed the format for the Community Sports Day scheduled for Sunday 16<sup>th</sup> July 2023. The item is to be discussed in further detail at the community events scheduling meeting in February.

6.0123

**Parish Council website**

- i) To give consideration to a review of the parish council website and display of information

Resolved: To undertake a review of the information currently held on the parish website and determine whether the way in which it is displayed is the most accessible for users. Each member is to provide their feedback at the next meeting with a meeting to be established to determine the overall purpose of the website. A quotation is to be obtained for the upgrade required.

- ii) To give consideration to the development of a Village Hall specific website

Resolved: To obtain quotations for the establishment of a Village Hall specific website, with a bookings calendar visible for potential hirers to view available slots.

7.0123

**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.

8.0123

**Communication & Community engagement**

- i) To give consideration to improved methods for community engagement and communication

Upon the Support & Communications officer being in place, the parameters for community engagement and communication are to be established for progression.

- ii) To identify any specific actions for the Support & Communications officer

Resolved: To request the support & communications officer undertakes the following actions upon their recruitment: Review of parish website, distribution of newsletter, newsletter consultation, weekly review on social media & website.

9.0123

**Matters for Future Discussion -**

10.0123

**Items for information Only**

**Conclusion -** The Chairman closed the meeting at 19.42pm.