

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 13th July 2023 **Time:** 7.00pm

Place: West Wing Committee Room, Burghfield Village Hall

Cally Morris
Clerk to Burghfield Parish Council

1.0723 To report, approve and record apologies for absence (and reasons) from members

2.0723 Declaration of any personal or financial interests & Applications for Dispensations

3.0723 Minutes of the last Meeting

- i) To approve the Minutes of the last meeting of the Committee held on 15 June 2023

4.0723 To determine any actions required for Community events scheduled for 2023

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

5.0723 To review events previously held & determine any changes required for next year

6.0723 Parish Consultations

- i) To confirm the consultation for the future production & publication of the newsletter
- ii) To progress NDP consultation
- iii) To discuss updating the 'Parish Plan' questionnaire

7.0723 Parish Council website

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

8.0723 Communication of events

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

9.0723 Items for information Only

Close of meeting