

# BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

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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 8<sup>th</sup> June 2023 **Time:** 7.00pm

**Place:** West Wing Committee Room, Burghfield Village Hall

Cally Morris  
Clerk to Burghfield Parish Council

**1.0623 To report, approve and record apologies for absence (and reasons) from members**

**2.0623 Declaration of any personal or financial interests & Applications for Dispensations**

**3.0623 Minutes of the last Meeting**

- i) To approve the Minutes of the last meeting of the Committee held on 20 April 2023

**4.0623 To determine any actions required for Community events scheduled for 2023**

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

**5.0623 To review events previously held & determine any changes required for next year**

**6.0623 Parish Newsletter**

- i) To determine the schedule for the next newsletter and articles for inclusion

- ii) To confirm the consultation for the future production & publication of the newsletter

**7.0623 Parish Council website**

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

**8.0623 Communication of events**

- i) To confirm the communication of approved events

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

**9.0623 Items for information Only**

**Close of meeting**