

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 16 February 2023 **Time:** 6.30pm
Place: Burghfield Village Hall, Recreation Road, Burghfield
Present: Cllr L Sharp (Chairman) Cllr A Gallagher
Cllr J Ansell Cllr B Neilson
Cllr T Ansell Cllr R Thorrington
Apologies: Cllr N Morse & Cllr D Godwin

1.0223 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 and Cllr N Morse.

2.0223 Declaration of any personal or financial interests & Applications for Dispensations

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

3.0223 Minutes of the last meeting of the Committee

The minutes of the last meeting of the Communications Committee held on 19 January 2023 were confirmed a correct record and signed by the presiding Chairman.

4.0223 To give consideration to the format for Community events scheduled for 2023

1) Burghfield on Ice

i) Overview and wash-up from Burghfield on Ice December 2022

Discussions were held by members present in relation to the format for the Burghfield on Ice event. Members determined the event was continue at the village hall with the same format as previous years, with the addition of both inside and outside stalls for the Christmas market.

ii) To determine the format for 2023 and specific actions required to progress

Members determined the following actions for the Burghfield on Ice event, 2023:

- Friday night skating/disco for children, between 6pm and 9pm, ticketed event. Food to be available.
- A wristband system is to be operated for Saturday, purchased prior to the event allowing a skating session and access to the snow globe
- Potential stall holders are to be contacted. Stalls will be available both inside and outside with a £10 fee for inside and outside stalls being free.

2) Community Sports Day 2023

i) Overview and wash-up from Community Sports Day 2022

Discussions were held by members present in relation to the format for the Community Sports Day. Members determined the event was continue with the same format as previous years, with the addition of inflatables and play for smaller, toddler aged children.

ii) To determine the format for 2023 and specific actions required to progress

Discussions are to be held with Burghfield Running Club to determine whether the

fun Run and the opening of the event could be coordinated with a combined start time of 11am. Prices are to be collated for inflatables available for younger children attending the event. Due to previous success, the climbing wall and wipe-out are to be booked accordingly.

3) Macmillan Coffee Morning 2023

i) Overview and wash-up from Macmillan Coffee morning 2022

Discussions were held by members present in relation to the Macmillan Coffee morning, highlighting the success of the event overall. Funds raised had exceeded previous years.

ii) To determine the format for 2023 and specific actions required to progress

Members determined the event was continue in the same format as previous years, being scheduled for Friday 22nd September 2023. A request was presented for the addition of bacon sandwiches being provided within the café.

iii) Provision of other events during 2033

Members discussed the provision of an event to celebrate the Kings Coronation. The Big Lunch, being promoted nationally, is to be encouraged within the parish via a picnic on the park. A request is to be presented to the Burghfield Santas for the provision of a pop-up bar for the event planned for Sunday 7th May 2023.

5.0223 Communication of events

i) To determine methods for community engagement and communication of approved events

A poster advertising upcoming events is to be displayed in the parish newsletter, on Facebook and on local noticeboards.

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

A request is to be presented for volunteers to assist with the various events scheduled.

6.0223 Items for information Only – May Fayre

Conclusion - The Chairman closed the meeting at 19.40pm