

# BURGHFIELD PARISH COUNCIL

## Minutes of the Communications Committee Meeting

**Date:** Thursday 20 April 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  
Cllr D Godwin (arrived 18.45pm) Cllr N Morse  
**Apologies:** All members were present

**1.0423 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**

No apologies for absence were presented as all members were present.

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

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

**3.0423 Minutes of the last meeting of the Committee**

The minutes of the Communications Committee held on 16 March 2023 were confirmed a correct record and signed by the presiding Chairman.

**4.0423 To determine any actions for Community events scheduled for 2023**  
**Kings Coronation**

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

Members received a report from the Support & Communications Officer highlighting the actions taken to date in the organisation of the Kings Coronation "Picnic in the Park". *(Attached)*

Volunteers are encouraged to assist on the day and attend in their BPC apparel.

**May Fayre**

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

Members received a report from the Support & Communications Officer highlighting the actions taken to date in the organisation of the May Fayre. *(Attached)*

Members requested a crib sheet of information being displayed to enable any parishioner questions to be answered.  
A suggestions box will be provided with a sign-up sheet for receiving the parish newsletter via email with those signing up to be placed into a prize draw.

**Community Sports Day 2023**

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

Members received a report from the Support & Communications Officer highlighting the actions taken to date in the organisation of the Community Sports Day. *(Attached)*

### **Macmillan Coffee Morning 2023**

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

Members received a report from the Support & Communications Officer highlighting actions taken to date in the organisation of the Coffee morning. *(Attached)*

### **Burghfield on Ice**

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

Members received a report from the Support & Communications Officer highlighting the actions taken to date in the organisation of the Burghfield on Ice event. *(Attached)*

Liaison is to be held with the BRA to establish potential food vendors for the event. Options are to be discussed and determined at the next meeting.

Members present discussed options for the pricing of skating sessions, reiterating the importance of inclusivity of the event.

Resolved: Tickets will be priced at £3 each or a group ticket consisting of 4 tickets to be available for £10 for a two-hour skating slot.

The two-hour slots are to be 10am to midday, midday to 2.00pm, 2.00pm to 4pm, 4pm to 6pm.

Resolved: Tickets for the Friday night disco will be priced at £3 each or a group ticket consisting of 4 tickets to be available at £10. Sessions are to be pm to between 5pm and 7pm and 7pm to 9pm.

### **5.0423 To review expenditure to date of scheduled events**

Members received a budget report for the organisation of the schedule of events for 2023/2024. All events are scheduled to be within the allocated budget.

### **6.0423 Parish Newsletter**

- i) To determine the undertaking of community consultation regarding the newsletter

Members discussed the consultation process for the newsletter within the community to determine its format for the future. The following is to be incorporated within the survey:

Infographics poster displaying overall costs, potential cost saving options available and distribution. Emailed copies of the newsletter are to be pursued.

- ii) To review the March edition and confirm the details for the next scheduled edition

Members noted the March edition had significant details relating to the work of the parish council and was welcomed. Further information is to be encouraged to demonstrate the successes of the parish council and the extent of the work undertaken by members.

Other articles are to include New Cllrs, Kings Coronation, May Fayre, Café, Skate Park, Sports Day and long serving members of the parish council.

### **7.0423 Parish Council website**

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

parish council website

Members are to undertake a review of the current website and forward examples of layouts and designs of other preferred websites to the Support & Communications officer for collation. Members to discuss at the next meeting.

**8.0423**

**Communication of events**

- i) To confirm the communication of approved events

All events are to be advertised via the parish newsletter, Facebook, local schools, school newsletters and the parish 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 with a copy of a schedule of events to be circulated to all Cllr's.

The potential of a welcome letter to new residents is to be investigated further.

**9.0423**

**Items for information Only**

**Conclusion** - The Chairman closed the meeting at 19.43pm.