

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 8 June 2023 **Time:** 7.00pm
Place: Burghfield Village Hall, Recreation Road, Burghfield
Present: Cllr L Sharp (Chairman) Cllr A Gallagher
Cllr J Ansell Cllr B Neilson
Cllr N Morse Cllr R Thorrington
Cllr D Godwin Cllr I Macfarlane

Apologies: All members were present
1 member of the public

A local resident, Mr James Gardiner, attended to advise the committee of a potential vintage car rally within Burghfield, on the historic Burghfield Hill route through Hill Farm, Burghfield. The proposed event is to be scheduled for the summer of 2024 with an estimated 50 to 75 cars parading within the parish. Members thanked Mr Gardiner for his attendance and early interaction.

1.0623 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.

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

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

3.0623 Minutes of the last meeting of the Committee

The minutes of the Communications Committee held on 20 April 2023 were confirmed a correct record and signed by the presiding Chairman.

4.0623 To determine any actions for Community events scheduled for 2023
Community Sports Day 2023

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

Members received an update from the Support & Communications Officer highlighting the actions taken to date in the organisation of the Community Sports Day.

Resolved: That the following are formulated as part of the event:

- A colouring corner
- Morsbags to be asked for bags to enable "decorate a bag"
- Scavenger hunt with a soft toy as a prize
- A Temporary event notice (TEN's) license to be obtained

Burghfield Running Club have advised only the children's race will be held due to lack of volunteers in marshalling the longer route.

Macmillan Coffee Morning 2023

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

Members received an update from the Support & Communications Officer highlighting actions taken to date in the organisation of the Coffee morning. Raffle prizes from local businesses are to be pursued.

Burghfield on Ice

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

Members received an update from the Support & Communications Officer advising of the actions taken to date in the organisation of the Burghfield on Ice event. Members determined the following actions for progression:

- Tadley Brass band are to perform between 12 – 2pm.
- The provision of the pop-up-pub is to be determined following further liaison with the Burghfield Santas to determine whether sufficient space is available. A timeframe to determine if their services are required due to space and numbers, is to be ascertained
- A Christmas Market is to be pursued instead of general stall holders
- Liaison with the BRA to obtain a list of suitable food vendors
- A TEN's license to be obtained

Proposed by Cllr J Ansell, seconded by Cllr B Neilson and resolved unanimously.

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

Members discussed the Kings Coronation event, deeming it a huge success with positive feedback received from parishioners. Thanks were expressed to all involved in ensuring a successful event.

Members expressed thanks to the Communications officer for the May Fayre stand looking so inviting. A number of parishioners visited the stand to learn more about the parish council and its past and present projects.

6.0623 Parish Newsletter

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

Members discussed the inclusion of the reports from the Annual parish Meeting, highlights from the May Fayre and the advertising of the Macmillan coffee morning. Consultation for the future of the newsletter is also to be included.

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

The next edition of the newsletter is scheduled for distribution w/c 17th July 2023. Articles have been requested from contributors with a deadline date set of the end of June.

Consultation for the future of the newsletter is also to be included, advising that in pursuit of sustainability, it is proposed that only one newsletter is posted to each household a year, the remainder will be available as a downloadable pdf. via the parish council website and Facebook page. Views are to be sought in relation to the proposal through the consultation.

7.0623 Parish Council website

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

Members undertook a review of the current parish website, forwarding examples of layouts and designs of other preferred websites. Liaison is to be held with the current website provided to discuss options for the current website.

Resolved: That the Clerk and Communications officer attend specific WordPress training. Upon training having been completed members will discuss whether the current website is to be modified or rebuilt to provide the functionality and overall appearance to be achieved.

8.0623

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

Members discussed the need for a renewed parish questionnaire, noting the last consultation having been undertaken during 2019.

Resolved: That each committee is to be initially asked to provide 5 questions relating to their area of responsibility for progression.

Members noted that the consultation for the NDP was also to be scheduled.

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

The following specific actions were noted: Pursue the community events agreed for the year, undertake training for WordPress website design & maintenance, development of a renewed parish questionnaire and the consultation of the newsletter.

9.0423

Items for information Only

Conclusion - The Chairman closed the meeting at 20.24pm.