

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 9th November 2023 **Time:** 7.00pm

Place: West Wing Committee Room, Burghfield Village Hall

Cally Morris
Clerk to Burghfield Parish Council

1.1123 To report, approve and record apologies for absence (and reasons) from members

2.1123 Declaration of any personal or financial interests & Applications for Dispensations

3.1123 Minutes of the last Meeting

i) To approve the Minutes of the last meeting of the Committee held on 19 October 2023

4.1123 To determine any actions required for Community events scheduled for 2023

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

ii) To consider the schedule of events for 2024/2025 and any budgetary requirements

5.1123 Parish Consultations

i) To consider alternative options for newsletter distribution

ii) To determine a communications strategy for the consultation of the NDP document

iii) To discuss questions for inclusion within the Parish Strategic Plan questionnaire

6.1123 Parish Council website

i) To progress the upgrade and revision of the parish council website

7.1123 Communication of events

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

8.1123 Items for information Only

Close of meeting