

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 19th October 2023 **Time:** 6.30pm

Place: West Wing Committee Room, Burghfield Village Hall

Cally Morris
Clerk to Burghfield Parish Council

1.1023 To report, approve and record apologies for absence (and reasons) from members

2.1023 Declaration of any personal or financial interests & Applications for Dispensations

3.1023 Minutes of the last Meeting

- i) To approve the Minutes of the last meeting of the Committee held on 14 September 2023

4.1023 To review Macmillan Coffee Morning & determine any changes required for 2024

5.1023 To determine any actions required for Community events scheduled for 2023

Burghfield on Ice

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

6.1023 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

7.1023 Parish Council website

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

8.1023 Communication of events

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

9.1023 Items for information Only

Close of meeting