

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

Burghfield Parish Council, PO Box 7381, Reading RG1 9XP
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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 14th September 2023 **Time:** 7.00pm

Place: West Wing Committee Room, Burghfield Village Hall

Cally Morris
Clerk to Burghfield Parish Council

1.0923 To report, approve and record apologies for absence (and reasons) from members

2.0923 Declaration of any personal or financial interests & Applications for Dispensations

3.0923 Minutes of the last Meeting

- i) To approve the Minutes of the last meeting of the Committee held on 13 July 2023

4.0923 To determine any actions required for Community events scheduled for 2023

Macmillan Coffee Morning 2023

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

Burghfield on Ice

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

5.0923 Parish Consultations

- i) To review results from the newsletter consultation for the future production & publication of the newsletter
- ii) To progress NDP consultation
- iii) To progress the 'Parish Plan' questionnaire

6.0923 Parish Council website

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

7.0923 Communication of events

- i) To confirm the communication of approved events
- ii) To identify any specific actions for the Support & Communications officer

8.0923 Items for information Only

Close of meeting