

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 13th July 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

Present: Support and Communications Officer

1.0723 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.

2.0723 Declaration of any personal or financial interests & Applications for Dispensations

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

3.0723 Minutes of the last meeting of the Committee

The minutes of the Communications Committee held on 15 June 2023, having been circulated, were signed as a correct record.

4.0723 To determine any actions for Community events scheduled for 2023

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 being pursued. All Councillors were reminded to donate a cake prior to the coffee morning. Support and Communications Officer will liaise with allotment holders for a fruit and veg display as a donation. Local community groups are to be invited to display information on activities in the parish.

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.

Liaison with Burghfield Santa's had determined there would be sufficient space to run a bar for the duration of the event. It was agreed to confirm the attendance of the Burghfield Santa's at the event. Proposed by Cllr R Thorrington, seconded Cllr D Godwin, all members unanimously agreed.

The next meeting will confirm specifics regarding ticketing of the event.

5.0723 To review events previously held & determine any changes required for next

year

Members discussed the Community Sports day event, deeming it a huge success with positive feedback received from parishioners. Thanks were expressed to all involved in ensuring a successful event, including First For Sports who supported the event.

Cllr N Morse suggested the location of the PA tent be moved next year. All members agreed.

6.0723

Parish Consultations

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

Resolved: Questionnaire would be signed off accordingly by committee to be published in the upcoming newsletter.

- ii) To progress NDP consultation

Resolved: NDP consultation will be kept separate to Parish Plan questionnaire. Once the document is ready to go out for referendum, the communications committee will progress the consultation. Cllr P Lawrence and a representative from the NDP committee would be invited to the next Communications meeting.

- iii) To discuss updating the 'Parish Plan' questionnaire

Resolved: Each committee will be requested to provide 5 questions to contribute to the Parish Plan questionnaire, at their next scheduled meeting, to be submitted by end of October. It was suggested to hold workshops to encourage and support residents to fill out the questionnaire. It was agreed the Parish Plan questionnaire would be circulated in early 2024.

7.0723

Parish Council website

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

Clerk and Communications officer were awaiting specific WordPress training.

Communication of events

8.0723

To confirm the communication of approved events

- i) All events are to be advertised via the parish newsletter, Facebook, local schools, school newsletters and the parish noticeboards. There will be a push for stall holders to attend Burghfield on Ice.

To identify any specific actions for the Support & Communications officer

- ii) The following specific actions were noted: Pursue the community events agreed for the year, advertising push for stallholders at Burghfield on Ice and development of a renewed parish questionnaire.

Items for information Only

9.0723

Conclusion - The Chairman closed the meeting at 19.37pm