

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

- Date:** Thursday 14th September 2023 **Time:** 7.00pm
- Place:** Burghfield Village Hall, Recreation Road, Burghfield
- Present:** Cllr L Sharp (Chairman) Cllr A Gallagher
Cllr D Godwin Cllr B Neilson
Cllr N Morse Cllr R Thorrington
Cllr I Macfarlane Cllr P Lawrence
- Apologies:** Cllr J Ansell
- Present:** Parish Clerk Support & Communications Officer
1 Member of Public
- 1.0923 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**
Apologies were presented and received by Cllr J Ansell
- 2.0923 Declaration of any personal or financial interests & Applications for Dispensations**
No Declarations or applications for dispensations were presented by members in attendance.
- 3.0923 Minutes of the last meeting of the Committee**
The minutes of the Communications Committee held on 13 July 2023, having been circulated, were signed as a correct record.
- 4.0923 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. Members expressed their thanks and gratitude to the local businesses who donated prizes for the raffle. Councillors were reminded that cakes were needed to ensure a successful event. The event is to be promoted as much as possible.
- Allotment holders have been invited to set up a display of a fruit and veg as a donation.
- Cllr N Morse enquired regarding provision for card payments. Cllr L Sharp proposed the purchase of a Zettle (PayPal) payment machine.
Resolved: Zettle payment machine to be purchased imminently.
- Burghfield on Ice**
- i) To receive an update on actions taken & determine any specific actions for progression
- Members received an update of actions taken to date in the organisation of the Burghfield on Ice event. A number of outstanding items were presented to members for further discussion.
- Resolved: That due to the response for stall holders having been very successful, space for a bar was not viable. An external trailer is to be provided by Mysterious

Brewery with mulled wine.

Resolved: To request Café B provide an internal café for the duration of the Saturday with Gourmet Queens providing additional outside catering. A request for child friendly food options to be available is to be forwarded.

Resolved: For Crossroads Church to perform traditional Christmas carols on Saturday afternoon between 3-5pm.

Advice was sought from event organisers regarding ticket sales for the event. Members considered the options presented.

Resolved: To advertise and release tickets for Saturday 2nd December 'Skate and Snow Globe' as soon as possible. Tickets are to be for hourly skating sessions between 10am and 5pm, with a £2.00 charge per ticket via the Eventbrite platform. Proposed by Cllr N Morse, seconded by Cllr A Gallagher, resolved unanimously.

Resolved: Provision for extra skating sessions and external catering on Friday 1st December is to be facilitated if and when the Saturday event sells out.

5.0923

Parish Consultations

- i) To review results from the newsletter consultation for the future production & publication of the newsletter

Members reviewed the results of the newsletter consultation, expressing thanks to all who responded. It was noted that out of 100 printed copies distributed, only 1 had been returned completed.

Resolved: The Councillors agreed to investigate distribution options to decrease the costs of the newsletter and to continue with 3 printed editions yearly. The next edition to be published mid-November. Proposed by Cllr P Lawrence, seconded by Cllr I Macfarlane, resolved unanimously.

- ii) To progress NDP consultation

Cllr P Lawrence provided an overview to members present of the requirements for the consultation and referendum of the NDP document. Consultation of the NDP is to be kept separate from the proposed Parish Plan questionnaire. Upon the document being ready for public referendum, the communications committee will progress accordingly.

Resolved: Cllr P Lawrence to circulate NDP document to Councillors for their consideration on a communications strategy action plan to collect and display evidence and consultation statement for the next scheduled Communications Committee meeting.

- iii) To progress the 'Parish Plan' questionnaire

Members present agreed to address the Parish Plan questionnaire in January 2024, giving consideration of the Council's future objectives and vision.

6.0923

Parish Council website

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

The Clerk and Communications officer are scheduled to attend WordPress in November. Revision would be discussed after training had been completed.

7.0923

To confirm the communication of approved events

- i) All events are to be advertised with ticket sales for Burghfield on Ice a priority.
To identify any specific actions for the Support & Communications officer
- ii) To pursue the community events agreed for the year and progress with next newsletter edition, including article requests on Facebook.

Items for information Only – No further items were identified.

8.0923

Conclusion - The Chairman closed the meeting at 20.19pm