

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

- Date:** Thursday 19th October 2023 **Time:** 6.30pm
- 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 I Macfarlane
- Absent:** Cllr D Godwin
- Present:** Clerk to Parish Council, Support and Communications Officer
- 1.1023** **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.
- 2.1023** **Declaration of any personal or financial interests & Applications for Dispensations**
- No Declarations or applications for dispensations were presented by members in attendance.
- 3.1023** **Minutes of the last meeting of the Committee**
- The minutes of the Communications Committee held on 14 September 2023, having been circulated, were signed as a correct record.
- 4.1023** **To review Macmillan Coffee Morning & determine any changes required for 2024**
- The Chair expressed thanks to those who contributed to the day via donations, cakes, volunteering and the provision of raffle prizes. A total of **£943** had been raised for Macmillan Coffee Morning overall, deeming the event a huge success.
- It was noted that the provision of bacon rolls, cake boxes and a card machine assisted in the smooth running of the event. Members discussed a formal sheet to assist in the allocation of raffle prizes and for further donations from allotment holders to be encouraged.
- 5.1023** **To determine any actions for Community events scheduled for 2023**
- 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. Ice skating tickets went on sale Friday 6th October with a further skating session being added for ticket release on Friday 20th October
- Resolved:** To request Crepeaway's provide additional catering during Saturday.
- Resolved:** For liaison to be held with Bucket List Wishes to determine the level of interest providing a second hand dress sale in the West Wing Committee Room to assist in raising awareness of their charity.
- Resolved:** To provide colouring on the café tables in the main hall for a children's colouring competition.
- Resolved:** To contact local musicians to provide live music between 10am – 12pm.

6.1023 Parish Consultations

- i) To confirm alternate options for newsletter distribution

Newsletter distribution options are to be investigated prior to the next meeting.

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

The NDP communications strategy was deferred for discussion to the next scheduled meeting.

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

Members are to consider questions for the Parish Strategic Plan questionnaire for further discussion in January.

7.1023 Parish Council website

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

Website upgrade and revision would be reviewed in January once the Clerk and Support and Communications Officer have received WordPress training.

8.1023 Communication of events

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

All events are to be advertised via the parish newsletter, Facebook, local schools, school newsletters and the parish noticeboards.

9.1023 Items for information Only – Volunteers required for remembrance parade

10.1023 Conclusion - The Chairman closed the meeting at 19.16pm