

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 9th November 2023 **Time:** 7.00pm
Place: West Wing Committee room, 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
Apologies: Cllr D Godwin
Present: Clerk to Parish Council, Support and Communications Officer

1.1123 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council

Apologies were presented and received for Cllr D Godwin.

2.1123 Declaration of any personal or financial interests & Applications for Dispensations

No Declarations or applications for dispensations were presented by members.

3.1123 Minutes of the last meeting of the Committee

The minutes of the Communications Committee held on 19 October 2023, having been circulated, were signed as a correct record.

4.1123 To determine any actions for Community events scheduled for 2023

i) To receive an update on actions taken & determine any specific actions required

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. Members discussed the release of skating tickets for Friday 1st December 6-9pm.

Resolved: To release a further 3 skating sessions on Friday 1st December between 6-9pm. Proposed by Cllr Thorrington, seconded by Cllr Gallagher and resolved unanimously.

Resolved: Mysterious Brewing provide refreshments on the Friday evening.

Resolved: Pattie n Pulled provide catering Friday evening, with a children's option.

Resolved: To liaise with Gourmet Queens regarding provision of a children's food option on the Saturday.

ii) To consider the schedule of events for 2024/2025 & budgetary requirements

Members discussed previous events, agreeing to continue with the following for 2024/2025:

May Fayre – Sunday 12th May 2024

Community Sports Day – Sunday 7th July 2024

Macmillan Coffee Morning – Friday 27th September 2024

Burghfield on Ice – Saturday 7th December 2024

6.1123 Parish Consultations

i) To consider alternate options for newsletter distribution

Members discussed options for distribution of the newsletter further to increased

postage costs.

Resolved: That 3 newsletters a year are to be provided, 1 x posted to all residents and the remaining 2 being available electronically and as a printed copy for distribution at local collection points.

Proposed Cllr Gallagher, seconded by Cllr Neilson. Resolved unanimously.

Resolved: The posted edition will be a bumper edition, printed and distributed during May. Residents are to be informed of the change in distribution in the next proposed newsletter.

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

The NDP communications strategy was deferred to the next scheduled meeting. Members were requested to review the document and provide feedback.

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

Members were asked to consider questions for inclusion within the Parish Strategic Plan questionnaire. The item is to be discussed further 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 –

10.1023 Conclusion - The Chairman closed the meeting at 20.11pm