

# BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

Burghfield Parish Council, PO Box 7381, Reading RG1 9XP  
Tel: 0118 9831748 Email: [enquiries@burghfieldparishcouncil.gov.uk](mailto:enquiries@burghfieldparishcouncil.gov.uk)

## 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 18<sup>th</sup> April 2024 **Time:** 6.30pm  
**Place:** West Wing Committee Room, Burghfield Village Hall

Cally Morris  
Clerk to Burghfield Parish Council

**1.0424 To report, approve and record apologies for absence (and reasons) from members**

**2.0424 Declaration of any personal or financial interests & Applications for Dispensations**

**3.0424 Minutes of the last Meeting**

- i) To approve the Minutes of the last meeting of the Committee held on 14 March 2024

**4.0424 To receive a report and determine any actions required for Community events 2024**

- i) May Fayre – Sunday 12 May
- ii) Meet Your Councillors / APM – Thursday 23 May
- iii) Family Film Afternoon – Wednesday 29 May
- iv) Big Lunch – Friday 31 May
- v) Community Sports Day – Sunday 7 July
- vi) Burghfield on Ice – Friday 29 & Saturday 30 November

**5.0424 Parish Newsletter**

- i) To review and approve upcoming newsletter for production

**6.0424 Parish Consultations**

- ii) To receive an update on the development of the NDP document

**7.0424 Parish Council website**

- i) To receive a report on the upgrade of the parish council website

**8.0424 Items for information Only**

**Close of meeting**