

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

Burghfield Parish Council, PO Box 7381, Reading RG1 9XP
Tel: 0118 9831748 Email: 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 8th February 2024 **Time:** 7.00pm

Place: West Wing Committee Room, Burghfield Village Hall

Cally Morris

Clerk to Burghfield Parish Council

1.0224 To report, approve and record apologies for absence (and reasons) from members

2.0224 Declaration of any personal or financial interests & Applications for Dispensations

3.0224 Minutes of the last Meeting

- i) To approve the Minutes of the last meeting of the Committee held on 18 January 2024

4.0224 To receive a report and determine any actions required for upcoming Community events

- i) Burghfield May Fayre – Sunday 12th May
- ii) Community Sports Day – Sunday 7th July
- iii) Macmillan Coffee Morning – Friday 27th September
- iv) Burghfield on Ice – Friday 29th & Saturday 30th November
- v) To give consideration to any other community events and any action required

5.0224 Parish Consultations

- i) To receive an update regarding alternative distribution methods for the parish newsletter
- ii) To discuss a communications strategy for the consultation of the NDP document

6.0224 Parish Council website

- i) To receive an update on the revision of the parish council website

7.0224 Items for information Only

Close of meeting