

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

Burghfield Parish Council, PO Box 7381, Reading RG1 9XP
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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 18th January 2024 **Time:** 7.00pm

Place: West Wing Committee Room, Burghfield Village Hall

Cally Morris
Clerk to Burghfield Parish Council

1.0124 To report, approve and record apologies for absence (and reasons) from members

2.0124 Declaration of any personal or financial interests & Applications for Dispensations

3.0124 Minutes of the last Meeting

- i) To approve the Minutes of the last meeting of the Committee held on 19 October 2023

4.0124 To determine any actions required for Community events scheduled for 2024

- i) Overview of Burghfield in Ice held in December 2023
- ii) To consider the nominations received for 'Nominate a Neighbour' and determine the winners
- ii) To determine any specific actions required to progress the schedule of events for 2024/25

5.0124 Parish Consultations

- i) To receive an update on the progression of alternative distribution methods for the newsletter
- ii) To determine a communications strategy for the consultation of the NDP document
- iii) To develop the Parish Strategic Plan questionnaire

6.0124 Parish Council website

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

7.0124 Communication of events

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

8.0124 Items for information Only

Close of meeting