

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

- Date:** Thursday 9th November 2023 **Time:** 7.00pm
- 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
- 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 in attendance.
- 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 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. 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 (150 tickets), proposed by Cllr Thorrington, seconded by Cllr Gallagher. Resolved unanimously.
- Resolved: To request Mysterious Brewing to provide a bar Friday evening.
- Resolved: To request Pattie n Pulled provide catering Friday evening, with provision of a children's food option.
- Resolved: To liase with Gourmet Queens regarding menu offering on Saturday.
- ii) To consider the schedule of events for 2024/2025 and any budgetary requirements
- Members discussed the events held in the past year and agreed to continue with the follow schedule 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
- 6.1023 Parish Consultations**
- i) To consider alternate options for newsletter distribution

Members discussed the options for alternate newsletter distribution due to increased postage costs.

Resolved: Provide 3 newsletters a year – 1 x posted, 2 x available electronically and also printed and distributed to local collection points for parishioners to collect. Proposed Cllr Gallagher, seconded by Cllr Neilson. Resolved unanimously.

Resolved: Bumper newsletter edition will be printed and posted in May informing residents of the proposed newsletter schedule.

- 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. Members were requested to review the NDP document and provide feedback.

Resolved: Cllrs to receive a printed copy of the NDP document for consideration.

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

Members were reminded 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 –

10.1023 Conclusion - The Chairman closed the meeting at 20.11pm