

# BURGHFIELD PARISH COUNCIL

## Minutes of the Communications Committee Meeting

**Date:** Thursday 18<sup>th</sup> January 2024 **Time:** 7.00pm

**Place:** Burghfield Village Hall, Recreation Road, Burghfield

**Present:** Cllr L Sharp (Chairman) Cllr A Gallagher  
Cllr R Thorrington Cllr B Neilson  
Cllr N Morse Cllr R Thorrington

**Apologies:** Cllr D Godwin

**Present:** Clerk to Parish Council, Support and Communications Officer

**1.0124 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

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

No Declarations or applications for dispensations were presented by members in attendance.

**3.0124 Minutes of the last meeting of the Committee**

The minutes of the Communications Committee held on 9 November 2023, having been circulated, were signed as a correct record.

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

i) Overview of Burghfield on Ice held in December 2023

Members received a report from the Support & Communications Officer following Burghfield on Ice, 2023. It was noted the event was very well received and event organisation was in place for the event again in December 2024. A list of considerations were compiled to improve the 2024 event.

ii) To consider the nominations received for 'Nominate a Neighbour' and determine the winners

A total of 53 nominations were received for 'Nominate a Neighbour'. A total of 30 people nominated are to receive a bottle of wine accordingly.

Resolved: To inform 'winners' of their nomination and arrangements for collection.

Resolved: To review the criteria for 2024.

iii) To determine any specific actions required to progress the schedule of events for 2024/25

a) Burghfield May Fayre – Sunday 12<sup>th</sup> May 2024

No actions at present

b) Community Sports Day – Sunday 7<sup>th</sup> July 2024

To continue the event in the same format as last year.

Resolved: To pursue quotations for activities required on the day.

c) Macmillan Coffee Morning – Friday 27<sup>th</sup> September 2024

No actions at present

d) Burghfield on Ice – Friday 29<sup>th</sup> / Saturday 30<sup>th</sup> November 2024

Resolved: unanimously to find a new snow globe supplier.

A formal quotation had been received for the ice rink with an option for either a 15x10m or 18x10m rink.

Resolved: the larger ice rink of 18m X 10m be secured.

Proposed by Cllr Thorrington, seconded by Cllr Morse, and resolved

unanimously.

e) All events

Resolved: to publish the draft upcoming events poster as presented.

**5.0124      Parish Consultations**

i) To receive an update on the progression of alternative distribution methods for the newsletter

Resolved: Support and Communications Officer to investigate and determine local newsletter collection points around the parish in preparation for the next edition.

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

NDP document feedback had been collated in preparation for updating. Members discussed the consultation process, including an open evening, website availability alongside social media and the local library.

Cllr Lawrence is to attend the next meeting to progress the consultation and finalise the communications strategy.

iii) To develop the Parish Strategic Plan questionnaire

Members received the parish strategic plan questionnaire outline and considered questions for inclusion. It was highlighted that questions are to assist and increase positive community engagement and encourage involvement from the local community.

Resolved: Members are to bring 5 questions each to the next meeting.

**6.0124      Parish Council website**

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

After receiving inadequate website training, it was agreed to contact external website providers to assist in the design of a new and improved website.

Resolved: Quotes and specifications are to be pursued from Parish Council specific website providers for further discussion.

**7.0124      Communication of events**

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

All actions are outlined in the above agenda items.

**8.0124      Items for information Only –**

**Conclusion** - The Chairman closed the meeting at 20.00pm