

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 8th February 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 R DeKoster

Apologies: Cllr N Morse, Cllr D Godwin

Present: Clerk to Parish Council, Support and Communications Officer, Cllr P Lawrence, Cllr I Kitson

1.0224 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council

Apologies were presented and received for Cllr N Morse and Cllr D Godwin.

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

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

3.0224 Minutes of the last meeting of the Committee

The minutes of the Communications Committee held on 18 January 2024, having been circulated, were signed as a correct record.

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

i) Burghfield May Fayre – Sunday 12th May

Resolved: Feet are to be purchased for the boards to ensure stability. Outdoor boards are also to be investigated. Ideas for information included an update on the Skate park refurbishment, NDP update, parish councillor vacancies, the role of the parish council. A children's Treasure hunt is to be organised again following its success last year.

ii) Community Sports Day – Sunday 7th July

Members received a report highlighting outstanding actions in preparation for Community Sports Day.

Resolved: To request the support of Café B for the event.

Resolved: To facilitate a treasure hunt around the field with a prize following the success last year.

Resolved: To offer a colouring competition for the younger visitors.

Resolved: To hire Option A offered from Skys the limit for the full package.

Resolved: To hire a pump track for erection on the common recreation ground.

Decisions are to be held with Burghfield Running Club to determine whether they will be hosting a fun run prior to the event, as in previous years.

Additional bins are to be purchased for distribution around the site for the event.

iii) Macmillan Coffee Morning – Friday 27th September

Members received a verbal report advising that organisation of the event is underway and will be advertised accordingly in due course.

iv) Burghfield on Ice – Friday 29th & Saturday 30th November

Members received a verbal report updating of actions taken to date.

v) To give consideration to any other community events and action required

Members discussed other community events to be held, giving consideration to a fundraising event for the skate park.

Resolved: To liaise with the skate park group to determine the support required. A report is to be presented at the next meeting.

Resolved: To progress a "Meet your councillors" event at the village hall. A report is to be presented at the next meeting.

Resolved: To investigate a film afternoon/evening to be held at the village hall. A report is to be presented at the next meeting.

5.0224 **Parish Consultations**

i) To receive an update regarding alternative distribution methods for the parish newsletter

Resolved: The Support and Communications Officer investigates to determine collection points around the parish in preparation for the next edition.

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

Members discussed the consultation process including; open evening, website availability, social media schedule and printed copies available in the local library. Cllr Lawrence advised the consultation will commence upon the completion of the amendments to the central document and a meeting with WBC to obtain advice on progression.

6.0224 **Parish Council website**

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

Members received a verbal update on the website upgrade progress so far, discussions had been held with 3 website providers. Members are to review quotations once received in order to make a decision at the next meeting. A full report is to be prepared for councillors for consideration.

7.0224 **Items for information Only – No further items were noted.**

Conclusion - The Chairman closed the meeting at 19.57pm