

# BURGHFIELD PARISH COUNCIL

## Minutes of the Communications Committee Meeting

- Date:** Thursday 14<sup>th</sup> March 2024                      **Time:** 6.30pm
- Place:** Burghfield Village Hall, Recreation Road, Burghfield
- Present:** Cllr L Sharp (Chairman)                      Cllr A Gallagher  
Cllr P Lawrence    Cllr B Neilson  
Cllr R DeKoster    Cllr R Thorrington (18.50pm)
- Apologies:** Cllr Morse, Cllr Godwin
- Present:** Clerk to Parish Council, Support and Communications Officer
- 1.0324      To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**
- Apologies were presented and received for Cllr Morse and Cllr Godwin
- 2.0324      Declaration of any personal or financial interests & Applications for Dispensations**
- No Declarations or applications for dispensations were presented by members in attendance.
- 3.0324      Minutes of the last meeting of the Committee**
- The minutes of the Communications Committee held on 8 February 2024, having been circulated, were signed as a correct record.
- 4.0324      To receive a report and determine any actions required for upcoming Community events**
- i) Community Sports Day – Sunday 7<sup>th</sup> July
- Members received a report advising event organisation is underway.
- Café B are keen to provide support for Sports Day serving hot/cold drinks and cakes. A treasure hunt is to be facilitated on the common recreation ground with a prize following the success last year.
- ii) To give consideration to any other community events and action required
- a) Skate park fundraising: Members expressed their support for any future fundraising event in support of the skate park refurbishment. Liaison is to be held with the user group to ascertain their fundraising programme and needs.
- b) Meet your councillors: Members expressed an interest in promoting a “meet your councillors” session. Further education is required to ensure parishioners understand the role of parish councillors and the importance of community engagement.  
Resolved: To trial a session at the upcoming Annual Parish Meeting to gauge interest and obtain feedback for future sessions.
- c) Film afternoon/evening: Members gave consideration to the purchase of a licence for the showing films at the village hall. A children’s afternoon showing, a family night, and seniors film afternoon.  
Resolved: To purchase a licence for the showing of films at the hall. The projector is to be serviced prior to the showing and the audio checked. The internet speed is to be determined to ensure sufficient bandwidth.  
Resolved: To trial a children’s film afternoon initially on Tuesday 28<sup>th</sup> May 2024. A shortlist of 3 films will be presented for consideration at the next scheduled meeting. A sweet provider is to be determined for approval at the next meeting.

- d) The Big Lunch: Members discussed a Big Lunch for the older generation within the parish on Friday 31<sup>st</sup> May 2024.  
Resolved: To organise a Big Lunch to include a light lunch and desert for attendees, provided by Café B. A £500 maximum budget was set. Residents from the Hollies, Blands Court and Highfields Court.

Members received the expenditure report highlighting income and expenditure for financial year 2023/2024 for community events, noting they were £608 over budget due to the provision of the Kings Coronation event.

A detailed report highlighting committed expenditure for 2024/2025 is to be presented at the next scheduled meeting.

#### **5.0324 Parish Consultations**

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

Members were advised that local collection points had been determined and confirmation was awaited. QR codes are to be displayed on local noticeboards to encourage people to download via their app.

The next scheduled newsletter is to be distributed at the beginning of May.

An e-newsletter consisting of Annual Reports and council information is to be scheduled for distribution in June/July.

- ii) To receive an update on the development of the NDP document

NDP document has been updated following members feedback. Cllr Lawrence awaited discussion with WBC to obtain advice on progression.

#### **6.0324 Parish Council website**

- i) To receive the report to update the parish council website

Members received a report outlining specifications to upgrade the parish council website. Members were presented with 3 website providers.

Resolved: To progress with Aubergine to redesign the parish council website.

Members present delegated authority to the Clerk and Communications Officer to determine the content for the website.

#### **7.0324 Items for information Only – No further items were noted.**

**Conclusion** - The Chairman closed the meeting at 19.43pm