

# BURGHFIELD PARISH COUNCIL

## Minutes of the Communications Committee Meeting

- Date:** Thursday 18<sup>th</sup> April 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  
Cllr N Morse
- Apologies:** Cllr D Godwin
- Present:** Clerk to Parish Council, Support and Communications Officer
- 1.0424**      **To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**  
Apologies were presented, received and accepted for Cllr D Godwin.
- 2.0424**      **Declaration of any personal or financial interests & Applications for Dispensations**  
No Declarations of either a personal or pecuniary interest, or applications for dispensations were presented by members present.
- 3.0424**      **Minutes of the last meeting of the Committee**  
The minutes of the Communications Committee held on 14 March 2024, having been circulated, were signed as a correct record.
- 4.0424**      **To receive a report and determine any actions required for upcoming Community events**
- i) May Fayre – Sunday 12<sup>th</sup> May  
Members discussed various alternate options for the display boards to ensure they remained secure whilst in use at the upcoming May Fayre.  
Cllrs are to be reminded to volunteer to ensure full representation at the event.  
Resolved: To purchase additional pins to secure the display boards  
Resolved: To investigate options for the take down and delivery of the stand
- ii) Meet Your Councillors / APM – Thursday 23<sup>rd</sup> May  
Members received a report advising event organisation is underway and local community groups had been invited to attend. Cllr are to attend to be available for questions. The local police are also to be requested to attend.  
Committee chairman are to be reminded to submit reports relating to their specific area for circulation.
- iii) Family Film Afternoon – Wednesday 29<sup>th</sup> May  
Resolved: To provide refreshments for children attending with a maximum budget of £50 having been set.  
Resolved: The movie “Sing” is to be shown.
- iv) Big Lunch – Friday 31<sup>st</sup> May  
Blands Court, Highfields and TiM have all expressed an interest in attending the Big Lunch. The Handybus confirmed their availability to provide transportation to the event. A maximum of 50 attendees was confirmed.  
Resolved: To progress with catering option C.
- v) Community Sports Day – Sunday 7<sup>th</sup> July  
Members received a verbal report advising event organisation is underway. All

sports providers have been contacted and the date secured.

vi) Burghfield on Ice – Friday 29<sup>th</sup> & Saturday 30<sup>th</sup> November

Members received a verbal report advising event organisation is underway, noting interest had been received from 12 stall holders.

An alternative snow globe provider is still being pursued.

**5.0424** Parish Newsletter

i) To review and approve upcoming newsletter for production

Resolved: To present the newsletter to the printers accordingly in preparation for distribution.

**6.0424** Parish Consultations

i) To receive an update on the development of the NDP document

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

**7.0424** Parish Council website

i) To receive a report on the upgrade of the parish council website

Members were advised work had started on the website upgrade.

Resolved: To investigate fees affiliated with the provision of card payments and ticket booking. The facility would also extend to enabling payments for village hall hire and allotment plots.

**7.0424** Items for information Only

A report detailing the proposed I&E for the financial year is to be presented at the next meeting.

**Conclusion** - The Chairman closed the meeting at 19.24pm