

# BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

Burghfield Parish Council, PO Box 7381, Reading RG1 9XP  
Tel: 0118 9831748 Email: [enquiries@burghfieldparishcouncil.gov.uk](mailto:enquiries@burghfieldparishcouncil.gov.uk)

## NOTICE OF MEETING

You are summoned to attend a meeting of the **Communications & Events Committee** for the transaction of business as set out in the Agenda below.

**Date:** Thursday 13<sup>th</sup> June 2024 **Time:** 7.00pm  
**Place:** West Wing Committee Room, Burghfield Village Hall

Cally Morris  
Clerk to Burghfield Parish Council

**1.0624 To report, approve and record apologies for absence (and reasons) from members**

**2.0624 Declaration of any personal or financial interests & Applications for Dispensations**

**3.0624 Minutes of the last Meeting**

- i) To approve the Minutes of the last meeting of the Committee held on 9 May 2024

**4.0624 To review community events previously held**

- i) May Fayre – Sunday 12 May
- ii) Meet Your Councillors / APM – Thursday 23 May
- iii) Family Film Afternoon – Wednesday 29 May
- iv) Big Lunch – Friday 31 May

**5.0624 To determine any actions required for community events scheduled for 2024**

- i) Community Sports Day – Sunday 7 July
- ii) Macmillan Coffee Morning – Friday 27 September
- iii) Burghfield on Ice – Friday 29 & Saturday 30 November
- iv) Community Garage Sales

**6.0624 Parish Council website**

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

**7.0524 Environment & Sustainability**

- i) To receive a report regarding environmental work in the parish and plan future projects impact to reduce BPC's carbon footprint and promote sustainability

**8.0524 Finance**

- i) To receive an income and expenditure report

**9.0624 Items for information Only**

**Close of meeting**