BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 18th 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 12th 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 23rd 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 29th 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 31st 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 7th July

Members received a verbal report advising event organisation is underway. All

sports providers have been contacted and the date secured.

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

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

<u>Resolved:</u> 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. <u>Resolved:</u> 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