

# BURGHFIELD PARISH COUNCIL

## Minutes of the Communications & Events Committee Meeting

**Date:** Thursday 9<sup>th</sup> May 2024 **Time:** 7.00pm

**Place:** Burghfield Village Hall, Recreation Road, Burghfield

**Present:** Cllr L Sharp (Chairman) Cllr N Morse  
Cllr A Gallagher Cllr B Neilson  
Cllr R Thorrington Cllr D Selway  
Cllr L Watts Cllr I Macfarlane

**Present:** Support and Communications Officer

**1.0524 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**

None received as all members were present.

**2.0524 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.

**3.0524 Minutes of the last meeting of the Committee**

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

**4.0524 To receive a report and determine any actions required for upcoming Community events**

i) May Fayre – Sunday 12<sup>th</sup> May

Members were informed all material was ready for the May Fayre on Sunday.

ii) Meet Your Councillors / APM – Thursday 23<sup>rd</sup> May

Members received a report advising event organisation is underway.

iii) Family Film Afternoon – Wednesday 29<sup>th</sup> May

Members were advised the projector was deemed unsuitable after being serviced. A new projector would be installed imminently.

iv) Big Lunch – Friday 31<sup>st</sup> May

Members were informed event preparation was underway and there had been interest in the tickets available.

v) Community Sports Day – Sunday 7<sup>th</sup> July

Members received a verbal report. Cllr Morse suggested PA tent be located by race track.

v) Macmillan Coffee Morning – Friday 27<sup>th</sup> September

Members to begin collecting raffle donations.

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

Members discussed quotations received for an alternative snow globe provider.  
Resolved: Proceed with Option B to next stage

**5.0524 Parish Newsletter**

i) To review and approve upcoming newsletter for production

Resolved: Cllrs to provide preferred email address to receive newsletter digitally.

**6.0524**      **Parish Consultations**

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

Cllr Lawrence awaited discussion with WBC to obtain advice on progression.

**7.0524**      **Parish Council website**

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

Members were advised of a 1% fee per transaction associated with an online payment portal. It was noted the facility would also extend to enabling payments for village hall hire and allotment plots.

Resolved: To proceed with online payment function.

**8.0524**      **Items for information Only**

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

Cllr Selway requested 'Community Garage Sales' be added to the next meeting agenda.

**Conclusion** - The Chairman closed the meeting at 19.37pm