

# BURGHFIELD PARISH COUNCIL

## Minutes of the Communications & Events Committee Meeting

**Date:** Thursday 13<sup>th</sup> June 2024 **Time:** 7.00pm

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

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

**Present:** Support and Communications Officer, Parish Clerk

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

Apologies for absence were noted and received for Cllr Gallagher and Cllr Neilson.

**2.0624 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.

**3.0624 Minutes of the last meeting of the Committee**

The minutes of the Communications Committee held on 9 May 2024, having been circulated, were signed as a correct record.

**4.0624 To review community events held previously**

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

Members discussed the success of the parish council stall at the May Fayre, thanking the Communications & Support officer for all their hard work in ensuring the event was a success. Thanks were expressed to the Cllrs who attended to be on the stall for their allotted time slot.

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

Members expressed their thanks for another successful Annual Parish Meeting. Unfortunately, the “Meet your Councillor” session had low attendance despite requests from parishioners and significant advertising. Members are to consider alternative options for engaging with the local community. Discussions were held in relation to encouraging parishioners to attend the Annual Parish Meeting.

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

Members noted the success of the first cinema afternoon with lots of positive feedback from attendees having been received. Due to the success, members resolved to host 2 further events: A Senior film afternoon and a Family film during the school holidays

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

Members were advised of the success of the big lunch, being thoroughly enjoyed by all who attended. Thanks were expressed to everyone involved in the day. Resolved: to host a further Community lunch prior to Christmas. A suggested date of Friday 1<sup>st</sup> November 2024 is to be confirmed. The Willink School are to be asked whether any students undertaking their Duke of Edinburgh Award.

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

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

Members received a verbal report from the Communications & Support officer

advising that the plans for the day had been confirmed accordingly. Members were reminded their support was necessary in ensuring the success of the event.

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

Members were requested to initiate the collection of raffle donations in preparation for the event.

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

Members discussed the quotations received for an alternative snow globe provider.

Resolved: To secure Option B for the Snow Globe.

iv) Community Garage Sales

Cllr Selway presented a report to members for the idea of a community garage sale in Burghfield to be considered.

Resolved: To determine the terms & conditions and the involvement of the parish council. A date is to be determined upon conformation of the details being set.

**6.0624** Parish Council website

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

The support & communications officer updated members, advising that work on the website was underway with an expected launch date of early July.

**7.0624** 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

Members noted the reduction in printed and posted newsletters had assisted in the promotion of sustainability and a reduction in the carbon footprint of the council.

**8.0624** Finance

i) To receive and income and expenditure report

Members received a report of expenditure to date and estimated for community events during the current financial year and actual costs for the previous year.  
Resolved: To present a request to the Finance & Audit committee for an increase in the allocated budget of £2,500 to ensure the events can proceed as scheduled.

**8.0624** Items for information Only

No further items were identified.

**Conclusion** - The Chairman closed the meeting at 20.08pm