

## BURGHFIELD PARISH COUNCIL

### Minutes of the Communications Committee Meeting

**Date:** Thursday 30<sup>th</sup> April 2015 **Time:** 7.00p.m  
**Place:** Committee room, Burghfield Village Hall  
**Present:** Mr N Morse Mr D Godwin  
Mrs T Hipwell Mrs A Gallagher  
**Attending:** Clerk to the Parish Council  
**Apologies** Mr I MacFarlane

**1. To receive members apologies for absence and any written requests for Disclosable Pecuniary Interest dispensations from members**

There were no items upon the agenda that necessitated a member to present a written request for dispensations for a Disclosable Pecuniary Interest.

**2. Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Communications Committee held on 29<sup>th</sup> January 2015, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

**3. Matters Arising on the Minutes**

The spring newsletter was distributed according to the schedule. A variety of additional articles from groups and organisations within the community were included.

A meeting has been held with a group of volunteers who have offered to assist with the progression of the "Have a Field Day" event.

A meeting has been held with the organisers of the Burghfield Bike Ride to confirm details for this year's event.

Details relating to Parish Council presence at the May Fayre have been confirmed with members.

**4. To deal with any items requiring URGENT attention by the Committee**

No items were brought to the committee requiring urgent attention.

**5. Parish Newsletter**

**i) To confirm the details for the distribution of the summer newsletter**

Members confirmed the details of the distribution of the summer edition of the newsletter. A wide variety of articles have been requested for inclusion.

**ii) To give consideration to alternative/additional articles for inclusion within future newsletters**

Members continue to encourage as many local organisations as possible to contribute articles for a varied newsletter.

**6. To consider the Diary of Community events for 2015**

**i) To progress the "Have a Field Day"**

Members present gave consideration to the schedule prepared for "Have a field Day" following a meeting with local residents who had kindly volunteered their services for the event. A variety of tasks are to be completed to ensure the success of the event with additional volunteers

being sought.

ii) To determine the assistance required for the Burghfield Bike Ride

Details relating to the Burghfield Annual Bike Ride were discussed with members, highlighting the format for the day's event. Additional volunteers are to be requested via Facebook, particularly with the marshalling and cooking of the BBQ. TiM has expressed an interest in becoming involved in the event. Their assistance is welcomed.

i) To progress the diary of community events for 2015 and their publication

Details relating to the following events are to be included in the various parish newsletters and posted on Facebook for maximum support:

Have a Field Day and Teddy Bears Picnic on Sunday 12th July  
The Annual Bike Ride and the May Fayre will continue to be supported by the parish council.

Macmillan Coffee Morning on Friday 25th September 2015 at the Sports Pavilion

Local schools will also be asked to publicise as well as posters being displayed on the parish noticeboards.

7. **To allocate individual roles to members upon the committee**

Individual roles were allocated to members for the events scheduled throughout the year according to their individual strengths.

8. **To progress the development of an Emergency Plan for Burghfield**

Members present expressed the importance of the development of an Emergency Plan for Burghfield. A template, developed by WBC, was forwarded to members for further consideration. The plan is to be reviewed and adapted to ensure it is Burghfield specific. **Resolved** unanimously to progress the completion of the plan in preparation for presentation to full council. A separate committee meeting is to be held to progress the development of the plan.

9. **To consider any other URGENT local communication issues for immediate action**

No matters required urgent communication by the committee.

10. **Matters for Future Discussion**

- i) Parish Plan Questionnaire revamp during 2015.
- ii) Development of the engagement of the community overall, encouraging interaction.

11. **Items for Information Only**

No further items

**Conclusion** - The Chairman declared the meeting closed at 20.10pm