

# BURGHFIELD PARISH COUNCIL

## Minutes of the Communications Committee Meeting

**Date:** Thursday 21<sup>st</sup> April 2016 **Time:** 6.30pm

**Place:** Committee room, Burghfield Village Hall

**Present:** Mr N Morse Mr D Godwin  
Mr M Paterson-Borland Mrs T Hipwell  
Mrs A Gallagher

**Attending:** Clerk to the Parish Council

**Apologies** Mrs L Sharp

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

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 3 March, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

**3. Matters Arising on the Minutes**

Following approval by the parish council, plans have been put in place for the lighting of the Beacon to celebrate the Queens 90<sup>th</sup> Birthday this evening.

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

No items were identified as requiring immediate attention.

**5. Parish Newsletter**

**i) To determine articles in preparation of the summer edition of the newsletter**

Articles are currently being pursued for the next edition of the newsletter to ensure interest remains. Details relating to the May Fayre, as well as the upcoming parish events are to be highlighted within the next edition. The Neighbourhood Development Plan and the steering committees plea for additional committee members are to feature within the next edition. An article regarding potential devolved services from WBC is to be compiled to advise parishioners. An article is also to be sought from the Post Office highlighting their business and services

**6. Community Events**

**i) To receive an update in relation to the upcoming May Fayre and determine any specific requirements for its success**

Members present discussed the format for the May Fayre Parish Council stand. The main focus is to remain as councillors being present to showcase the work of the council, their involvement in community events as well as being available for questions. Parishioners will be encouraged to express views relating to the Emergency Plan and the Parish Plan Refresh as well as the potential refurbishment of the skate park. Members are to be reminded of the obligations within the Burghfield PC Code of Conduct to ensure courtesy and amongst each other as well as the wider community, particularly whilst serving at the May Fayre.

**ii) To receive a progress report regarding the "Have a Field Day" 2016**

The clerk provided a verbal update to members advising the "Have a Field Day" arrangements are progressing well. An alternative Circus skills provider has been sought along with a balloon modeller and face painter. Sports Extra has advised they are able to assist with both workshops and the races as per last year. The Cadets are to be asked if they would undertake a litter pick of the area again for a small donation. Medals are being obtained for the winners of the races following

their success last year.

iii) To receive an update regarding the Macmillan Coffee morning

The event has been confirmed with MacMillan for Friday 23<sup>rd</sup> September. The event is to be advertised accordingly with the support of volunteers from Café B offering to assist with the serving of the cakes donated.

7. **Parish Plan**

i) To give consideration to the specific questions presented by members for incorporation within the parish plan refresh questionnaire

Members each presented 5 questions under each of the existing headings of the parish plan refresh document. The questions are to be considered collectively with a list being compiled for further review at the next meeting. Parishioner's views are to be sought at the May Fayre to enable further Burghfield specific questions to be developed for incorporation.

ii) To determine a plan of action for the preparing and presentation of the revised questionnaire

Feedback is to be obtained from local parishioners at the May Fayre. Any specific areas of concern are to be included with relevant questions determined for incorporation.

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

Members have undertaken a review the first draft developed. It was determined that the Burghfield plan did not need to be complicated but more of a document holding key contacts information within the locality to enable the emergency services and WBC to undertake their roles effectively in the event of an emergency. Details obtained to date have been inserted with the draft being circulated to members for missing information. A request for further volunteers and key contacts within the parish is to be pursued at the May Fayre to help fill any missing information.

9. **To receive an update in relation to the production of a parish council specific App**

Following resolution by full council for the introduction of the parish council app liaison continues with the App Office to progress accordingly. A list of preferred features has been determined for adaption and incorporation into the Burghfield App. It is anticipated the app will be ready for launch at the May Fayre.

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

No matters required urgent communication by the committee.

11. **Matters for Future Discussion**

i) No further items were raised for future consideration.

12. **Items for Information Only**

No further items.

**Conclusion** - The Chairman declared the meeting closed at 19.30pm