

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date:	Thursday 4th June 2015	Time:	7.00p.m
Place:	Committee room, Burghfield Village Hall		
Present:	Mr N Morse	Mr D Godwin	
	Mrs T Hipwell	Miss L Morse	
Attending:	Clerk to the Parish Council		
Apologies	Mr M Paterson-Borland	Mrs A Gallagher	

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 30th April 2015, having been circulated, were confirmed a correct record and signed by the presiding Chairman.
3. **Matters Arising on the Minutes**

The May edition of the newsletter has been distributed to all households within the parish.

The parish council was successfully represented at the May Fayre.

Initial works have begun on the completion of the emergency plan for Burghfield
4. **To deal with any items requiring URGENT attention by the Committee**

No items required
5. **Parish Newsletter**
 - i) **To determine specific articles for inclusion within the summer edition of the newsletter**

Members gave consideration to alternative articles for inclusion within the summer edition of the newsletter. A feature on a local business is hoped for the next edition along with an article from the 6th Form at the Willink Secondary School. A request for volunteers for the Emergency Plan is to also be included for development.
6. **To consider the Diary of Community events for 2015**
 - i) **To determine the success of the parish council stand at the May Fayre and give consideration to the procedure for next year**

Members present expressed their thanks to the councillors who attended the May Fayre to develop parishioners understanding of the role of the parish council within the community.
 - ii) **To progress the "Have a Field Day"**

The schedule for "Have a field Day" on Sunday 12th July was updated with various tasks for completion being delegated to members for further action. A progress meeting with the volunteers has been scheduled for Thursday

11th June at 6.00pm.

ii) To confirm the details relating to 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 have been requested via Facebook for the marshalling and cooking the BBQ. TiM has confirmed their attendance and help with the event.

7. To progress the development of an Emergency Plan for Burghfield

Members of the committee met separately to progress the development of an Emergency Plan for Burghfield. The template developed by WBC was reviewed and is to be adapted to become Burghfield specific. **Resolved** unanimously to continue to progress the completion of the plan in preparation for presentation to full council in September.

8. To progress the development of a Youth Council within the parish

Work continues with both the local primary schools and Secondary schools for the development of a youth council. Letters are to be forwarded to all schools asking for two representatives to be chosen. Upon confirmation of the representatives being chosen a meeting will be scheduled with the chairman of the parish council, chairman of the communications committee and the clerk to discuss issues of concern with the local youth.

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 2015/2016.
- 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