

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 2nd March 2017 **Time:** 7.00pm

Place: Committee room, Burghfield Village Hall

Present: Mr N Morse Mr D Godwin
Mrs L Sharp Mrs T Hipwell

Attending: Clerk to the Parish Council

Apologies Mrs A Gallagher Mr T Ansell
Mr M Paterson-Borland

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 29 September 2016 having been circulated, were confirmed a correct record and signed by the presiding Chairman.

3. Matters Arising on the Minutes

The December and March editions of the Parish Newsletter have been successfully distributed to all residents.

The "Have a Field Day" is due to be held on the 9th July 2017, having been promoted within the newsletter.

The Parish App has been launched.

Another successful Macmillan Coffee Morning was held in September. Thanks were expressed to Mrs T Hipwell for all her organising of the event and to Mr D Godwin for his support in ensuring all marquees and equipment needed were in place.

The Beer Festival is scheduled for the weekend of 22nd & 23rd September, 2017 following its success in 2016.

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

No urgent items were presented for immediate action or attention by the committee.

5. Communication Methods

- i) To receive an update in relation to the parish council App and give consideration to the daily operation and dissemination of information

The clerk advised that over 100 download of the app had been achieved since its launch. It is hoped to increase this to 500 by the end of the year. It was noted that the app required regular updating with information being sent as often as possible. Mrs L Sharp volunteered to take on the regular update of the app to ensure information was distributed to residents.

Clerk to arrange training

- ii) To give consideration to the update of the parish council website to ensure all aspects are mobile friendly

Members gave consideration to the potential upgrading of the parish council website. A preference was expressed for a more modern and up to date look, being based on Stone Parish Council's website. Further investigations are to be made with a potential quotation being obtained for review at the next scheduled meeting. The Finance committee are to be requested to review the current situation regarding the website and approve any potential expenditure required for the upgrade.

6. Parish Newsletter

- i) **To review the previous year's editions and determine any improvements for**

next year's schedule of editions

The newsletter continues to be circulated on a quarterly basis to all households within the parish. It is however becoming increasingly difficult to encourage articles for inclusion. Members are to collate a variety of articles from as many local groups as possible to ensure interesting articles are presented for each edition to keep it interesting and up to date.

- Upcoming events – Clerk
- Useful numbers – Clerk
- A business feature per month – Mrs T Hipwell
- Vicars update – Mrs L Sharp
- Historical feature – Mr N Morse
- Local Schools – Mr D Godwin

The next newsletter is scheduled for distribution at the end of May. Articles are to be forwarded to the clerk for inclusion.

7. Community Events

- i) To give consideration to the proposed schedule for the "Burghfield Community Sports Day" on 9 July 2017

The Have a Field Day is to be renamed and promoted as the "Burghfield Sports Day". This year's event has been scheduled for Sunday 9th July with the Circus Skills having been booked and Sports Xtra confirming their attendance. Advertisement of the event has been included within the newsletter. Further advertisement will continue to ensure maximum coverage and attendance. Leaflets are to be distributed nearer the time to local schools and within the local area.

Hospital Radio is to be asked to provide the PA & Sound system for the upcoming Sports day. Members **resolved** unanimously to authorise a donation for the sum of £150 for their continued support of the event.

- ii) To receive a report following the Macmillan Coffee morning held during September 2016 and consider the plans for 2017.

Thanks were expressed to Mrs T Hipwell for her efforts in ensuring another successful Macmillan Coffee morning in September. Members resolved unanimously to hold the event again this year on Friday 29th September 2017, with Mrs T Hipwell offering her services once again.

- iii) To give further consideration to the launch of the "Great Get Together" in memory of MP Jo Cox, proposed to be held nationally on the weekend of 17/18th June 2017.

Members present gave consideration to the "Great Get Together" being promoted in Memory of Jo Cox, MP. Unfortunately, the date clashes with the Burghfield Annual Bike Ride resulting in any organisation of the event to be challenging. The local community is to be encouraged to organise their own parties and get together to celebrate the life of Jo.

8. Parish Plan

- i) To give consideration to the feedback from the various surveys for incorporation within the parish plan refresh questionnaire

A variety of feedback was received via the Survey Monkey for consideration. All points were reviewed and incorporated if deemed appropriate. Questions relating to the provision of local businesses, public transport and access to services as well as working from home have been incorporated within the questionnaire. To date only 30 responses have been received of which members expressed their disappointment. Further promotion is to be encouraged for community engagement with regard to the questionnaire format.

- ii) To determine a plan of action for the preparation & presentation of the questionnaire

Liaison is to be held with West Berks Council to determine the level of assistance available for both the production and analysis of the questionnaire. A meeting has been scheduled with WBC to progress the first draft of the questionnaire.

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

All committees upon the council are to be reminded to forward any items requiring publication to be forwarded to the communications committee. A separate agenda items is to be placed upon the various committees agendas to ensure the due consideration is given to the effective communication of items.

10. Matters for Future Discussion

No further items were raised for future consideration.

11. Items for Information Only

No further items.

Conclusion - The Chairman declared the meeting closed at 20.10pm