

BURGHFIELD PARISH COUNCIL

Minutes of the Communications Committee Meeting

Date: Thursday 22nd March 2018 **Time:** 6.30pm
Place: Committee room, Burghfield Village Hall
Present: Mr N Morse Mr D Godwin
Mrs A Gallagher Mr T Ansell
Mrs L Sharp Mrs T Hipwell
Attending: Clerk to the Parish Council Assistant Clerk to the Parish Council

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 1 February 2018 having been circulated, were confirmed a correct record and signed by the presiding Chairman.
3. **Matters Arising on the Minutes**

Matters arising for further discussion or consideration by members are within the main body of the meeting.
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 of the parish council website upgrade**

Work has commenced on the upgrade of the parish council website with an anticipated completion date for late Spring. Members reviewed work to date, forwarding the following suggestions:

 - Add a "What's on" tab on the home page
 - Purple to be used behind tabs instead of green
6. **Parish Newsletter**
 - i) **To review the previous edition and determine any improvements for future editions**

Members are to encourage notable organisations and groups within Burghfield to forward articles for future editions of the newsletter to ensure it remains interesting. Suggested articles include:

 - Upcoming events/ dates for the diary
 - Useful numbers
 - A business feature
 - Church update

- Historical feature
- Local Schools

The next newsletter is scheduled for distribution at the end of May. Articles are to be forwarded to the clerk for inclusion. A yearly calendar of dates and recurring articles is to be compiled for reference.

The newsletter page headers are to be reviewed to ensure consistency with the website upgrade.

7. **Community Events**

i) To update members on the proposed schedule for the May Fayre 2018

A rota is to be circulated to members to ensure the stand is represented by parish councillors. The following items are to be obtained for presentation for comment and information:

- Initial Design ideas for the Community Hub
- Parish Plan refresh questionnaire
- Showcase of past years achievements
- Banner of website relaunch

ii) To update members in relation to schedule for the annual Family Bike Ride 2018

A verbal update was provided by the clerk to members regarding the Family Bike Ride. Further to discussions with the main organisers of the event, the following points were clarified:

- The date of the Bike Ride is to remain as Sunday 17th June due to promotion having already commenced.
- Registration – online would be encouraged
- Online certificates will be available for downloading by participants if requested
- Risk assessment – completed copies are to be forwarded and held on file in the parish office
- BBQ is to be arranged and managed by the Scouts, providing a fundraising opportunity
- First aid boxes are to be made available if required. A safety briefing will be provided to all participants prior to the bike ride setting off.

iii) To update members in relation to the “Burghfield Community Sports Day” on 1 July 2018

The “Burghfield Sports Day” has been rescheduled for Sunday 1st July 2018. Members were advised that the following acts had been booked:

- Circus Skills
- First for Sports
- Zumba & Street dance workshop
- Balloon modeller
- Face paints
- Burghfield FC

- Wokefield Golf
- Ice Cream Man
- Inflatable obstacle course
- Café B, BBQ and Bar

Advertisement of the event was included within the February newsletter and also scheduled for inclusion within the May edition and the Burghfield FC Football tournament programme in June. Banners are to be displayed on the village hall car park fence and the Common Recreation ground fence. Leaflets will be distributed nearer the time to local schools and nurseries.

- iv) To give consideration to any actions required in preparation for the Macmillan Coffee morning, September 2018

Thanks were expressed to Mrs T Hipwell in agreeing to hold the event again this year, scheduled for Friday 28th September 2018.

8. **Parish Plan**

- i) To progress the parish plan refresh questionnaire and determine a plan of action for the circulation to parishioners

Members present reviewed the comments received in relation to the parish plan and associated action plan. Questions relating to local businesses, public transport, access to services, working from home and the upcoming Community Hub plans are to be incorporated further. Further promotion of the refresh is to be achieved through utilisation of the parish newsletter, parish app, website and the May Fayre. A draft action plan is to be circulated to members for their consideration, with specific actions. A separate meeting has been scheduled for Wednesday 18th April to draft the questionnaire.

- ii) To determine the incorporation of the NDP Housing Needs Survey

Members present gave consideration to the NDP Steering Committee's request for the incorporation of a Housing Needs Survey within the Parish Plan. The document presented did not reflect the requirement for a specific housing survey. The NDP committee are to be asked to reconsider and determine the timings in conjunction with the parish plan schedule. The committee suggested the document could be circulated with the next newsletter. The NDP committee are to be advised accordingly.

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.

10. **Matters for Future Discussion - Emergency Plan**

11. **Items for Information Only**

No further items.

Conclusion - The Chairman closed the meeting closed at 19.30pm