

## BURGHFIELD PARISH COUNCIL

### Minutes of the Communications Committee Meeting

**Date:** Thursday 15<sup>th</sup> October 2015 **Time:** 6.30pm

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

**Present:** Mr N Morse Mr D Godwin  
Mrs T Hipwell Mrs L Sharp  
Mr M Paterson-Borland Mrs C Jackson-Doerge

**Attending:** Clerk to the Parish Council

**Apologies** 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 4<sup>th</sup> June 2015, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

**3. Matters Arising on the Minutes**

The September edition of the newsletter was distributed to all households in the parish.

The parish council "Have a field day" and the Macmillan Coffee mornings were both a great success.

Initial works have begun on an 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 winter edition of the newsletter**

A historical feature and a local business article are to be pursued for the next edition, as well as an article from the 6<sup>th</sup> Form at the Willink Secondary School. Information relating to the refurbishment project for the Skate park is also to be included along with requests for volunteers for the Emergency Plan, an article highlighting the Santa Cruise, the Christmas church services, Remembrance Day parade and the refresh of the Parish Plan scheduled for late 2016.

**ii) To confirm the editions scheduled for 2016 and the format for preparation/distribution**

Members present confirmed the schedule of newsletters for 2016 would continue as per 2015 with editions planned for Spring, Summer, Autumn and Winter. The WI is to continue with the packing of the newsletter. Members present requested the Finance & Governance Committee review the criteria regarding the packing of the newsletter to enable a format for other local organisations to potentially undertake the packing in the future.

**6. Community Events**

**i) To determine the success of the "Have a Field Day" and give consideration**

to a date and specific procedures for next year

Positive feedback was received in relation to the first parish council "Have a Field day". Members of the organising group expressed an interest in repeating the day next year, with an emphasis on ensuring the date didn't clash with any other local or national event. Members present considered the various options available. **Resolved** unanimously to arrange next year's event for Sunday 17<sup>th</sup> July 2016 starting at the earlier time of midday. A committee meeting is to be held in January to progress planning for 2016.

- ii) To determine the success of the Macmillan Coffee Morning and determine the details for 2016

The coffee morning proved a huge success. Thanks were expressed to both Mrs T Hipwell and Café B for their support in ensuring such a successful event. Members present **resolved** unanimously to run the event again next year on Friday 23<sup>rd</sup> September 2016. Enquires are to be made into the provision of live music.

- iii) To give consideration to the events supported during 2015 and determine events to be supported during 2016

Members present gave consideration to the events supported during 2016:

Burghfield Bike Ride, May Fayre (25th Anniversary), Have a Field Day, Macmillan Coffee morning.

It was **resolved** unanimously by members present to support all of the events again during 2016.

- iv) To determine dates for Defibrillator training sessions

Liaison is to be held with the village hall manager to determine suitable dates for Defibrillator training at Burghfield village hall. An evening and an afternoon session is to be arranged. The dates are to be advertised via the parish website, noticeboards and Facebook page.

7. **To discuss the level of posts/responses received via the parish Facebook page**

It has been recognised that more and more people locally communicate via social media. Members present gave consideration to the level of responses and posts on the Burghfield Facebook page. Events and meetings planned are to be advertised by utilising the use of Facebook and the parish website accordingly. However, the overall purpose of social media for the parish council is to be revisited at the next meeting for further discussion. A full and detailed review of the parish council Facebook policy is to be undertaken.

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

Members of the committee met 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 January 2016. A meeting is to be arranged between key local groups to progress accordingly.

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 2016.
- ii) Development of the engagement of the community overall, encouraging further interaction.

**11. Items for Information Only**

No further items

**Conclusion** - The Chairman declared the meeting closed at 19.40pm