

## BURGHFIELD PARISH COUNCIL

### Minutes of the Communications Committee Meeting

**Date:** Thursday 24<sup>th</sup> January 2019 **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  
**Apologies:** All members were present

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 5<sup>th</sup> July 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. **Communication Methods**
  - i) **To receive an update of the parish council website upgrade**

Members were advised the website upgrade had been completed, being full accessible via the.gov.uk domain.

A local photographer is to be asked to attend the next full parish council meeting to take photographs, for consistency, of all parish councillors to accompany the bio's listed on the parish website.
  - ii) **To discuss the council use of Facebook**

Members present confirmed the parish council Facebook page was to remain as a platform for the promotion of parish council led events and local authority information only. Official business of the parish council was to be posted on the website. Reminders of upcoming events, including meetings, are to be placed on Facebook with a link direct to the parish council website.
  - iii) **To give consideration to the parish noticeboards and ensure their full usage within the parish**

Members present considered the suitability of the current locations of the lockable noticeboards within the parish. It was suggested the green noticeboard located on the outer wall of the village hall becomes for the use of the village hall. The parish council are to utilise the noticeboard on the junction of Recreation Road.

The noticeboard at The Forge shops is to be relocated to the shops at Clayhill Road.

A review of the existing open noticeboards is to be undertaken to determine overall usage. Noticeboards that are identified as not being utilised fully will be considered for relocation, or removal, at the next scheduled meeting.

5. **Parish Newsletter**

i) **To review the previous edition and determine any improvements for future editions**

The next newsletter is scheduled for distribution early March 2019. Articles are to be forwarded to the clerk for inclusion. A yearly calendar of dates and recurring articles is to be compiled for reference.

Members requested that 4 additional pages are included within the next edition to accommodate larger pictures from local events. A specification of picture sizes for articles is to be forwarded to contributors.

Investigations are to be made into the newsletter being printed on recyclable paper.

6. **Community Events**

i) **To receive feedback from the "Macmillan Coffee Morning 2018"**

Mrs T Hipwell was thanked for her organisation of the Macmillan coffee morning in September. The event had proved successful for a further year with donations exceeding £600.

ii) **To determine the date of the 2019 Macmillan Coffee Morning**

**Resolved** unanimously by members present to hold the event for 2019 at the village hall. Friday 13th September was proposed.

iii) **To give consideration to allotment holders produce stalls at the Macmillan coffee morning**

Members present **resolved** unanimously to invite allotment holders to the coffee morning on Friday 13th September to showcase the best of the years produce. Provision for people to purchase the produce, for a donation to the Macmillan fund, will be made.

iv) **To discuss the Burghfield Family Bike Ride 2019**

Members were advised a new organising committee had stepped in to run this year Annual Burghfield Bike Ride. A proposed date of Sunday 9th June had been presented with a request for support to be provided to the committee from the parish council. **Resolved** unanimously for the event to be held on the 9th June and for the required support to be provided.

v) **To determine the date for the Burghfield Community Sports Day 2019**

Members present gave consideration to a date for the Burghfield Community Sports Day. **Resolved** unanimously that Sunday 7<sup>th</sup>

July 2019.

Members **resolved** unanimously to change the format for the event for 2019 as follows

- Provision of ice creams
- No BBQ
- Full bar with soft drinks to be provided by Burghfield Santa's
- Encourage people to bring their own picnics
- 4 pop gazebos to be purchased to provide adequate shade

**7. Parish Plan**

i) To receive an update in relation to the parish plan refresh questionnaire

Members gave consideration to the parish plan questionnaire, and the guidelines stipulated for ensuring endorsement by WBC upon completion. Members discussed the potential benefits of endorsement, resolving to present a recommendation to the parish council to reassign the purpose of the document as a "parish questionnaire". The questionnaire is to be utilised for information gathering purposes with further questions relating specifically to the proposed Community hub being incorporated. The **recommendation** and revised questionnaire is to be presented at full council in February.

ii) To determine the schedule for the distribution of the questionnaire

Paper copies of the questionnaire are scheduled to be distributed with the next newsletter in March.

**8. Matters for Future Discussion – no items were identified.**

**Items for Information Only - No further items.**

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