

**MINUTES OF THE MEETING OF THE COMMUNICATIONS WORKING GROUP
HELD ON 8th NOVEMBER 2005 AT 6.30 p.m. AT HARTLEY LIBRARY**

Present: Cllr Mrs J Burns (Chairman)
Cllr Mr M Harris
Cllr Mrs A Oxtoby

In attendance: Mrs Gilder (Assistant Clerk)

1. Apologies for absence

Apologies had been received from Cllr Mr L Abraham and Cllr Mr C Alford.

2. Election of Chairman

RESOLVED: On the motion of Cllr Mrs Oxtoby, seconded by Cllr Harris that Cllr Mrs J Burns be elected Chairman of the Communications Working Group until the Annual Meeting of the Council in May 2006 or until such time as the Group is dissolved, whichever is sooner.

3. Election of Vice-Chairman

RESOLVED: On the motion of Cllr Mrs Burns, seconded by Cllr Mr Harris that Cllr Mrs Oxtoby be elected Vice-Chairman of the Communications Working Group until the Annual Meeting of the Council in May 2006 or until such time as the Group is dissolved, whichever is sooner.

4. Declarations of Interest

There were no declarations of interest.

5. Terms of Reference

RECOMMENDED: That,
the amendments to the Terms of Reference, as shown on appendix 1 attached to these minutes be approved by the Council.

6. Newsletter

(a) The Group considered the articles to be included in the next edition of the Parish Council's newsletter and when it should be distributed.

The Assistant Clerk reported that in order for the newsletter to be distributed in December, the deadline for it to arrive at Ash Setting and Printing would be Tuesday 6th December 2005 although if possible they would like to receive it the week before.

RESOLVED: That,
contributors of articles for the newsletter be advised that all copy should be received by Cllr Mrs Burns by no later than 17th November 2005 enabling the newsletter to be distributed in early December and that the colour of the newsletter (currently white) should be changed to pale green.

(b) The Group considered arrangements for the future distribution of the newsletter. Cllr Mrs Burns agreed to obtain alternative quotes for printing and distribution and to make this information available at the next meeting.

RESOLVED: That,
the consideration of arrangements for the future distribution of the newsletter be deferred until the next meeting.

7. Website

The Group had been asked to consider the future development of the Parish Council's website.

Cllr Mrs Oxtoby told the Group that there were currently a number of pages stating that 'this area is under development' and that she considered that these pages should now start to be developed.

It was agreed that the Group would independently study the website and submit their comments at the next meeting.

RESOLVED: That,
a) consideration of the future development of the Parish Council's website be deferred until the next meeting to allow the Group time to look at the site in detail and that b) the Assistant Clerk be requested to keep a log over the following two weeks of time spent updating the website to give the Group an indication of how much time should be allocated to maintenance/development of the site and c) That the Assistant Clerk be requested to contact other Parish Councils with websites and KAPC to obtain information on available website training courses.

8. Consultation with Residents

The Group had been requested to consider any other initiatives thought necessary to improve consultation with residents.

The Group agreed on the importance of keeping residents informed and Cllr Mrs Oxtoby suggested producing a welcome pack giving useful information on Hartley and the Parish Council which could be distributed to new residents by local estate agents. It was also suggested that information leaflets be produced on areas such as the Burial Ground, the Council's open spaces etc. to improve communication with residents.

It was agreed that members of the Group would consider ways of implementing the above and report their ideas back to the next meeting

RESOLVED: That,
consideration of the improvement of consultation with residents be deferred until the next meeting.

9. Procedures for Councillors

The Group agreed that it would be useful to produce a Councillors Handbook enabling existing and future Councillors to have easy access to essential information such as the Council's Financial Regulations, Standing Orders etc.

RESOLVED: That
the advice of the Clerk be sought on the production of a Councillors Handbook and considered at the next meeting of the Communications Working Group.

10. Date of next meeting

Thursday 8th December 2005 at 6.30 p.m. at Hartley Library.

The meeting closed at 8.05 p.m.

Signed:.....
Chairman

Date:.....

Communications Working Group

Terms of Reference

1. To inform residents about the council business and activities through the newsletter and website
2. To publish a newsletter quarterly and an annual report,
3. To monitor and update the website at least monthly,
4. To undertake any initiatives thought necessary to inform and consult with residents,
5. To develop a portfolio of information *Councillors Handbook* about procedures for councillors.
6. *To monitor Quality Parish Status at regular intervals*

Delegated Powers

1. *To authorise expenditure on the newsletter and website up to the sums allocated in the annual budget approved by the Council*

* **Suggested amendments/additions in red italics**