

## **HARTLEY PARISH COUNCIL**

Clerk to the Council: Mrs J Hoad  
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**31st October 2005**

**Dear Councillor**

**You are invited to attend a meeting of the Communications Working Group to be held on Tuesday 8th November 2005 commencing at 6.30p.m. at Hartley Library.**

**Yours sincerely**

**Helen Gilder  
Assistant Clerk to the Council**

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### **AGENDA**

**1. Apologies**

To receive apologies for absence.

**2. Election of Chairman**

To elect a Chairman of the Communications Working Group until the Annual Meeting of the Council in May 2006.

**3. Election of Vice – Chairman**

To elect a Vice – Chairman of the Communications Working Group until the Annual Meeting of the Council in May 2006.

**4. Declarations of Interest**

To receive Members declarations of interest.

**5. Terms of Reference**

To note the Terms of Reference of the Communications Working Group as approved by the Council at its meeting on 12th September 2005. (Annexed)

**6. Newsletter**

a) To agree the articles for the next edition of the Parish Council's newsletter and to agree when it should be distributed.

b) To consider arrangements for the future distribution of the newsletter.

**7. Website**

To consider the future development of the Parish Council's website.

**8. Consultation with Residents**

To consider any other initiatives thought necessary to improve consultation with residents.

**9. Procedures for Councillors**

To consider developing a portfolio of information about procedures for Councillors.

**10. Date of next meeting**

Committee Membership

Cllr Abraham

Cllr Alford

Cllr Mrs Burns

Cllr Harris

Cllr Mrs Oxtoby