

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
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2nd December 2005

Dear Councillor

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

Yours sincerely

**Helen Gilder
Assistant Clerk to the Council**

AGENDA

1. Apologies

To receive apologies for absence.

2. Minutes of the previous meeting

To approve the minutes of the meeting of the Communications Working Group held on 8th November 2005. (Annexed).

3. Declarations of Interest

To receive Members declarations of interest.

4. Quality Parish Status Logo

To consider the future format of the Parish Council's letterheads, minutes and agendas.

5. Newsletter

a) To consider a report on arrangements for the next edition of the newsletter. (Annexed)

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

6. Annual Report

To consider arrangements for the Annual Report

7. Website

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

8. Consultation with Residents

To consider any initiatives to improve consultation with residents.

9. Procedures for Councillors

To consider arrangements for the development of a Councillors handbook.

10. Date of next meeting

Committee Membership

Cllr Abraham
Cllr Alford
Cllr Mrs Burns

Cllr Harris
Cllr Mrs Oxtoby