

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

Present: Cllr Mr L Abraham
Cllr Mrs J Burns (Chairman)
Cllr Mrs A Oxtoby

In attendance: Mrs Gilder (Assistant Clerk)

1. Apologies for absence

Apologies had been received from Cllr Mr C Alford and Cllr Mr M Harris.

2. Minutes of the previous meeting

RESOLVED: That,
the minutes of the meeting of the Communications Working Group held on 8th
November 2005, be approved and signed as a correct record.

3. Declarations of Interest

There were no declarations of interest.

4. Quality Parish Status Logo

The Working Group considered the future format of the Parish Council's
letterheads, minutes and agendas.

The Group considered a number of options to include the Quality Parish
Status Logo on the Council's letterheads, minutes and agendas, and a new
Parish Council logo on the Council's letterhead.

RESOLVED: That,
the future format of the Parish Council's letterheads, minutes and agenda as be
as set out in appendix 1 to these minutes.

5. Newsletter

(a) The Working Group considered a report on arrangements for the next
edition of the Parish Council's newsletter.

Ash Setting and Printing had advised the Parish Office that due to holiday
arrangements, if a newsletter is to be issued between now and March, copy
would need to be received by them either mid January (to be distributed in
February) or at the end of February (to be distributed in March).

RESOLVED: That,
the next edition of the Hartley Herald be distributed in March 2006.

(b) The Working Group considered arrangements for the future printing and
distribution of the newsletter.

Cllr Mrs Burns reported that as agreed at the last meeting of the
Communications Working Group she had obtained an alternative quote for the

printing and distribution of the newsletter but that she had yet to obtain further information on what was included in the quote and would make this information available at the next meeting.

RESOLVED: That,
1) The current arrangements with Ash Setting and Printing for the printing and distribution of the newsletter continue at present, to include the March edition of the newsletter.
2) Consideration of future arrangements for the printing and distribution of the newsletter be deferred until the next meeting.

6. Annual Report

The Working Group considered arrangements for the Annual report.

RESOLVED: That,
the Annual Report be published before the Annual Parish Meeting on 19th May 2006 in order that it may be made available to members of the public at the meeting, and delivered to each household in Hartley by 30th June 2006.

7. Website

The Working Group considered the future development of the Parish Council's website.

Various amendments and additions to the website were suggested by members of the Group.

The Group agreed that they were keen to develop the website further to provide useful information on Hartley and the facilities available, for new and existing residents to access.

RESOLVED: That,
the Assistant Clerk be requested to update the website as discussed.

8. Consultation with residents

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

RESOLVED: That,
consideration of initiatives to improve consultation with residents be deferred.

9. Procedures for Councillors

The Group had been requested to consider arrangements for the development of a Councillors Handbook.

RESOLVED: That,
Consideration of arrangements for the development of a Councillors Handbook be deferred until the next meeting.

10. Date of next meeting

Thursday 26th January 2006 at 6.30p.m. at Hartley Library.

The meeting closed at 7.55p.m.

Signed:.....
Chairman

Date:.....



HARTLEY PARISH COUNCIL
Clerk to the Council: Mrs J Hoad
The Parish Council Office, Hartley Library, Ash Road
Hartley, Longfield, Kent DA3 8EL Tel/Fax: 01474 709441
E Mail: mail@hartleyparishcouncil.org.uk
Website: www.hartleyparishcouncil.org.uk

21st November 2005

Dear

Yours sincerely

Helen Gilder
Assistant Clerk to the Council

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
Tel/fax 01474 709441
E mail: mail@hartleyparishcouncil.org.uk

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**

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.

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