

## **HARTLEY PARISH COUNCIL**

Clerk to the Council: Mrs J Hoad  
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**27th January 2006**

**Dear Councillor**

**You are invited to attend a meeting of the Communications Working Group to be held on Thursday 2nd February 2006 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. Minutes of the previous meeting**

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

**3. Declarations of Interest**

To receive Members declarations of interest.

**4. Newsletter**

a) To agree the articles for the next edition of the Parish Council's newsletter.

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

**5. Annual Report**

To consider arrangements for the Annual Report.

**6. Website**

To consider the Parish Council's website and to agree any updates required.

**7. Procedures for Councillors**

To consider arrangements for the development of a Councillors handbook.

**8. Date of next meeting**

Committee Membership  
Cllr Abraham  
Cllr Alford  
Cllr Mrs Burns

Cllr Harris  
Cllr Mrs Oxtoby