

**MINUTES OF THE MEETING OF THE COMMUNICATIONS WORKING GROUP HELD ON  
2ND FEBRUARY 2006 AT 6.30 p.m. AT HARTLEY LIBRARY**

Present: Cllr Mr C Alford  
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.

**2. Minutes of the previous meeting**

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

**3. Declarations of Interest**

There were no declarations of interest.

**4. Newsletter**

a) The Group considered the articles to be included in the next edition of the  
Parish Council's newsletter.

Cllr Mrs Burns reported that the newsletter would need to be ready for printing by  
the end of February, for distribution in March.

RESOLVED: That,  
contributors of articles for the newsletter be advised that all copy should be  
received by Cllr Mrs Burns by no later than 10th February 2006.

b) At the last meeting of the Communications Working Group, Cllr Mrs Burns  
reported that 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.

Cllr Mrs Burns reported that as yet she did not have any further information to be  
considered but hoped that this would be available for consideration at the next  
meeting.

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

## 5. Annual Report

The Working Group considered arrangements for the Annual report.

RESOLVED: That,  
a) the Assistant Clerk be requested to contact the Chairman of each Committee and Working Group to ask them to prepare a report on the work of their Committee/Working Group during the financial year 2005/06 for inclusion in the Annual Report.  
b) the Assistant Clerk be requested to contact the Chairman of the Parish Council to ask him to write an overview for inclusion in the Annual Report.

## 6. Website

The Working Group considered the Parish Council's website and the Assistant Clerk reported that the updates agreed at the last meeting were progressing well.

The Group noted that several pages of the website are still in need of development particularly the 'History' and 'Forum' pages.

RESOLVED: That,  
a) the Assistant Clerk be requested to contact the Chairman of the Parish Plan Steering Committee to ask whether the Committee would like any information regarding the Parish Plan to be included on the Council's website.  
b) the Assistant Clerk be requested to invite Gerald Cramp, the Chairman of the Parish Plan Steering Committee, to the next meeting of the Communications Working Group to discuss the Parish Council's website.

## 7. Procedures for Councillors

The Group considered arrangements for the development of a Councillor's Handbook.

The Group agreed that it would be helpful to find out whether any other Parish Council's have produced a Councillor's Handbook in order to gain some idea as to what information to include.

RESOLVED: That,  
the Assistant Clerk be requested to contact KAPC to ask whether they are aware of any other Parish Council's that have produced a Councillor's handbook.

## 8. Date of next meeting

Tuesday 21st March 2006 at 6.30p.m. at Hartley Library.

The meeting closed at 7.55p.m.

Signed:.....  
Chairman

Date:.....

