

**MINUTES OF THE MEETING OF THE COMMUNICATIONS WORKING GROUP HELD ON
15TH MARCH 2006 AT 6.30 p.m. AT HARTLEY LIBRARY**

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

In attendance: Mrs Gilder (Assistant Clerk)
Mr Gerald Cramp (Chairman of the Parish Plan Steering Committee)
2 members of the public

1. Apologies for absence

Apologies had been received from Cllr Mr C Alford.

2. Minutes of the previous meeting

RESOLVED: That,
the minutes of the meeting of the Communications Working Group held on 2nd February
2006, be approved and signed as a correct record.

3. Declarations of Interest

Cllr Mrs Burns declared a personal interest in minute items 5 & 6 as her husband advertises his business in the Town & Country Post.

4. Website

The Chairman welcomed Gerald Cramp to the meeting.

Cllr Mrs Burns explained that the Working Group would like to update the Parish Council's website to include a brief history of Hartley and also information on local facilities and services.

Gerald Cramp suggested that the Parish Council's website should include a summarised history of Hartley and include links to other sites that may be of interest to those looking for a more in depth history of Hartley. The Chairman asked whether it would be possible for Gerald to provide this and he kindly agreed to submit a potted history and details of other relevant websites.

The Group agreed that the website should provide information on a variety of subjects including local groups, clubs, facilities, schools, doctors etc. The Group also felt that it was important that once completed, the Parish Plan and Village Design Statement should be available to view on the website.

Cllr Harris suggested that an article be placed in the next edition of the Parish Council's newsletter offering to include contact details for local clubs/groups/organisations and also asking them to contact the Parish Office if they have any dates that they would like to include on the website's 'Diary of Events' page.

RESOLVED: That,

a) an article be placed in the next edition of the Parish Council's newsletter asking local clubs/groups and organisations to contact the Parish Office if they would like to include their contact details or any dates for the 'Diary of Events' on the website.

b) the Assistant Clerk be requested to update the website with the information to be provided by Gerald Cramp.

5. Newsletter

a) At the last meeting of the Communications Working Group, consideration of future arrangements for the printing and distribution of the newsletter was deferred until such time as Cllr Mrs Burns had received further information on what was included in the alternative quote that she had obtained from Orchard Publishing.

Cllr Mrs Burns told the Group that she had nothing to report as yet but would contact Orchard Publishing to confirm what was included in the quotation.

RESOLVED: That,

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

b) The Working Group considered a report on a request from a member of the public to include an article in the next edition of the newsletter.

The member of the public has a voucher to donate and had asked whether it would be possible to include an article in the newsletter, enabling residents to nominate a young person from Hartley who deserves to receive the voucher.

RESOLVED: That,

the request by a member of the public to include an article in the next edition of the newsletter enabling residents to nominate a young person to receive the voucher, be referred to the Youth Committee for further consideration.

6. Annual Report

The Working Group considered arrangements for the Annual report.

Cllr Mrs Burns informed the Group that she had contacted Orchard Publishing to obtain a quotation for the printing and distribution of the Annual Report and was awaiting a response.

At the last meeting of the Communications Working Group, the Assistant Clerk had been requested to contact the Chairman of the Parish Council and the Chairmen of each Committee and Working Group to ask them to prepare a report on the work of the Council/Committee/Working Group during the financial year 2005/06 for inclusion in the Annual Report.

Cllr Mrs Burns reported that to date only three reports had been received.

RESOLVED: That,

a) the Assistant Clerk be requested to contact the Chairman of the Parish Council and the Chairmen of each Committee and Working Group asking that their reports be submitted as soon as possible.

b) consideration of the arrangements for the printing and distribution of the Annual Report be deferred until the next meeting.

7. Date of next meeting

Tuesday 18th April 2006 at 6.30p.m. at Hartley Library.

The meeting closed at 7.30p.m.

Signed:.....
Chairman

Date:.....