

**MINUTES OF THE MEETING OF THE COMMUNICATIONS WORKING GROUP HELD ON  
26TH APRIL 2006 AT 6.30 p.m. AT HARTLEY LIBRARY**

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

In attendance: Mrs Gilder (Assistant Clerk)

**1. Apologies for absence**

The Assistant Clerk reported that the Chairman, Cllr Mrs J Burns, would not be attending the meeting.

RESOLVED: That, Cllr Mrs A Oxtoby be appointed to preside at the meeting in the Chairman's absence.

Apologies had been received from Cllr Mr C Alford and Cllr Mrs J Burns.

**2. Minutes of the previous meeting**

RESOLVED: That,  
the minutes of the meeting of the Communications Working Group held on 18th April 2006,  
be approved and signed as a correct record.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Newsletter**

At the last meeting of the Communications Working Group, it was agreed that consideration of future arrangements for the printing and distribution of the newsletter be deferred until the next meeting.

The Working Group considered whether the Council should continue with its current arrangements with Ash Setting and Printing or whether to make alternative arrangements with Orchard Publishing.

The Working Group considered the quotation submitted by Orchard Publishing to print and distribute the newsletter on the same basis as Ash Setting & Printing. The Group noted that the quotation did not state the distribution area covered and the Assistant Clerk reported that Orchard Publishing were unable to confirm the exact areas covered until 3rd May.

The Group noted that if Orchard Publishing printed the newsletter, it would have to be folded to A5 size to be distributed with the Town & Country Post and that therefore, the format of the newsletter may need to be reconsidered.

The Group considered articles for inclusion in the next edition of the newsletter.

**RESOLVED:** That,  
Ash Setting and Printing continue to publish and distribute the Parish Council's newsletter and that the next edition of the newsletter be distributed in June.

The Assistant Clerk reported that Ash Setting and Printing would require copy for the June newsletter by the week commencing 22nd May 2006 ready for distribution on 30th May and this was noted by the Committee.

## 6. Annual Report

At the last meeting of the Communications Working Group, it was agreed that consideration of future arrangements for the printing and distribution of the newsletter be deferred until the next meeting.

The Working Group considered quotations received from Ash Setting and Printing and Orchard Publishing.

The Group agreed that the format for the Annual Report would be an A5, 16 page booklet.

The Group considered a quotation from Orchard Publishing for the Annual Report to be printed with the front page in colour but considered this to be too costly.

The Group noted that the quotation from Orchard Publishing did not state the distribution area covered. The Assistant Clerk reported that this could not be confirmed until 3rd May.

**RECOMMENDED:** That,  
the quotation received from Ash Setting and Printing for the sum of £541.00 + VAT to print and distribute the Annual Report, be accepted.

The Group noted that as Ash Setting and Printing are unable to deliver to all households in Hartley, it would be necessary, as with the newsletter, to send approximately 167 of the Annual Reports by post at an additional cost.

The Group noted that the cost of the production of the Annual Report, a requirement of the Quality Parish Status Scheme, and the additional postage costs, would cause the newsletter budget to be exceeded.

**RECOMMENDED:** That,  
a) the Council be requested to make available from this years budget, up to the sum of £750.00, to cover the cost of the Annual Report and additional postage costs and,  
b) the Finance & General Purposes Committee be requested to consider the allocation of a budget for the Annual Report for the financial year 2007/08.

## 6. Date of next meeting

Thursday 11th May 2006 at 6.30p.m. at Hartley Library.

The meeting closed at 7.15 p.m.

Signed:.....  
Chairman

Date:.....

