

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON
11TH MAY 2006 AT 6.30 p.m. AT HARTLEY LIBRARY**

Present: Cllr Mr L Abraham
Cllr Mrs J Burns (Chairman) *arrived at 6.40p.m.*
Cllr Mr M Harris
Cllr Mrs A Oxtoby

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

1. Apologies for absence

Apologies had been received from Cllr Mr C Alford.

2. Election of Chairman

RESOLVED: That,
Cllr Mrs Burns be elected Chairman of the Communications Committee until the Annual Meeting of the Council in May 2007.

3. Election of Vice-Chairman

RESOLVED: That,
Cllr Mrs Oxtoby be elected Vice-Chairman of the Communications Committee until the Annual Meeting of the Council in May 2007.

4. Review Terms of Reference

RECOMMENDED: That,
the amendments to the Terms of Reference, as shown on appendix 1 attached to these minutes be approved by the Council.

5. Declarations of Interest

There were no declarations of interest

6. Minutes of the previous meeting

RESOLVED: That,
the minutes of the meeting of the Communications Working Group held on 26th April 2006, be approved and signed as a correct record.

7. Newsletter

The Committee considered articles to be included in the June edition of the Parish Council's newsletter and agreed that the main articles for inclusion should be a list of Committee and Working Group membership and articles on Hartley Wood, Rectory Meadow, the United Reformed Church and, following a recommendation from the Youth Committee, an item asking for residents to nominate a deserving young person from Hartley, in order that the

Council may acknowledge his or her achievements in some way.

RESOLVED: That,

1) following the June edition of the newsletter, the next edition be distributed in September and 2) The Assistant Clerk be requested to contact Ash Setting and Printing to establish the copy date for the September edition of the newsletter.

8. Website

a) The Committee considered the Parish Council's website and discussed the possibility of setting up a forum. The Committee noted that the 'Kent Parish Councils News' published by EIS, provided details of free training and support to those Parishes taking up the offer of a free web site from Kent County Council. The Committee agreed that it may be helpful to contact Kent County Council to ask whether they would be able to offer any advice on setting up a forum and also to find out what training is available.

RESOLVED: That,
the Assistant Clerk be requested to contact Kent County Council to ask whether
1) they would be able to offer any advice on setting up a forum on the Parish Council's website and 2) to obtain further information on the training and support offered by EIS.

The Committee noted that the History page was in the process of being updated with the information provided by Mr Cramp and that the photographs to accompany the text would be submitted by Mr Cramp for consideration by the Committee.

The Chairman thanked Mr Cramp on behalf of the Committee for his continuing efforts.

The Chairman asked Committee Members to look through the website and to feedback any improvements/amendments required, at the next meeting.

b) The Committee considered the Kent Parish Councils News.

RESOLVED: That,
the Kent Parish Councils News, edition 2, April 2006 be received and noted.

9. Procedures for Councillors

The Committee discussed arrangements for the development of a Councillors Handbook and considered what information it would be useful to include.

The Assistant Clerk reported that some information had already been collated and this was considered by the Committee with some further additions agreed.

RESOLVED: That,
the Assistant Clerk be requested to circulate to Committee Members, the information collated so far in order that their feedback may be considered at the next meeting.

10. Date of next meeting

Monday 24th July 2006 at 6.30p.m. at Hartley Library.

The meeting closed at 7.10 p.m.

Signed:.....
Chairman

Date:.....

APPENDIX 1

Communications Committee

Terms of Reference

1. To inform residents about the council business and activities through the newsletter and website
2. To publish a newsletter quarterly and an annual report,
3. To monitor and update the website at least monthly,
4. To undertake any initiatives thought necessary to inform and consult with residents,
5. To develop a Councillors Handbook about procedures for councillors.
6. To monitor Quality Parish Status at regular intervals.

Delegated Powers

1. To authorise expenditure on those matters that fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council.