

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
Tel/fax 01474 709441
E mail: mail@hartleyparishcouncil.org.uk

4th May 2006

Dear Councillor

You are invited to attend a meeting of the Communications Working Group to be held on Thursday 11th May 2006 commencing at 6.30p.m. at Hartley Library.

Yours sincerely

**Helen Gilder
Assistant Clerk to the Council**

AGENDA

1. Apologies

To receive apologies for absence.

2. Election of Chairman

To elect a Chairman of the Communications Working Group until the Annual Meeting of the Council in May 2007.

3. Election of Vice – Chairman

To elect a Vice–Chairman of the Communications Working Group until the Annual Meeting of the Council in May 2007.

4. Review Terms of Reference

To review the Terms of Reference of the Communications Working Group, as approved by the Council at its Annual Meeting on 8th May 2006. (Annexed Terms of Reference as approved by the Council at its meeting on 14th November 2005).

5. Declarations of Interest

To receive Members declarations of interest.

6. Minutes of the previous meeting

To approve the minutes of the meeting of the Communications Working Group held on 26th April 2006. (Annexed).

7. Newsletter

To agree the articles for the June edition of the Parish Council's newsletter.

8. Website

- a) To consider the Parish Council's website and to agree any updates required.
- b) To receive and note the Kent Parish Councils News edition 2, April 2006.
(Annexed)

9. Procedures for Councillors

To consider arrangements for the development of a Councillors handbook.

10. Date of next meeting

Committee Membership
Cllr Abraham
Cllr Alford
Cllr Mrs Burns

Cllr Harris
Cllr Mrs Oxtoby