

## **HARTLEY PARISH COUNCIL**

Clerk to the Council: Mrs J Hoad  
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**2nd August 2006**

**Dear Councillor**

**You are invited to attend a meeting of the Communications Committee to be held on Tuesday 8th August 2006 commencing at 6.30p.m. at Hartley Library.**

**Yours sincerely**

**Helen Gilder  
Assistant Clerk to the Council**

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### **AGENDA**

**1. Apologies**

To receive apologies for absence.

**2. Declarations of Interest**

To receive Members declarations of interest.

**3. Minutes of the previous meeting**

To approve as a correct record the minutes of the meeting of the Communications Working Group held on 11th May 2006. (Annexed).

**4. Newsletter**

To consider arrangements for the next edition of the newsletter.

**5. Website**

To consider the Parish Council's website and to agree any updates required.

**6. Procedures for Councillors**

To consider arrangements for the development of a Councillors handbook. (Draft Handbook previously circulated)

**7. Quality Parish Council Status**

To consider a letter dated 16th May 2006 from Sevenoaks District Council in response to the Parish Council's request for further information on the procedure for entering into a Charter. (Annexed)

### **8. Kent Parish Council Website Agreement**

Kent County Council offers free websites to Parish and Town Councils and although Hartley Parish Council has an independent website, KCC has a link on its site to the Parish Council's site.

In order for KCC to continue to provide this link the Parish Council is required to sign an agreement. The Committee is requested to consider whether it wishes to enter into this agreement.

### **9. Review of the Quality Parish and Town Council Scheme – Survey of Parish and Town Councils June – July 2006**

To consider a letter and questionnaire received from the University of Wales, Aberystwyth which has been commissioned by DEFRA to carry out an independent review of the Quality Parish and Town Council Scheme. (Annexed)

### **10. Date of next meeting**

Committee Membership  
Cllr Abraham  
Cllr Alford  
Cllr Mrs Burns

Cllr Harris  
Cllr Mrs Oxtoby