

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON
8TH AUGUST 2006 AT 6.30 p.m. AT HARTLEY LIBRARY**

Present: Cllr Mr C Alford
Cllr Mrs J Burns (Chairman)
Cllr Mr M Harris

In attendance: Mrs Gilder (Assistant Clerk)

1. Apologies for absence

Apologies had been received from Cllr Mr L Abraham and Cllr Mrs A Oxtoby.

2. Declarations of Interest

There were no declarations of interest

3. Minutes of the previous meeting

RESOLVED: That,
the minutes of the meeting of the Communications Working Group held on 11th May
2006, be approved and signed as a correct record.

4. Newsletter

The Committee considered articles to be included in the September edition of the Parish Council's newsletter and agreed on the main articles for inclusion.

The Committee noted that Ash Setting and Printing would require copy by no later than Tuesday 5th September.

5. Website

The Committee considered the Council's website and noted that it was updated on a regular basis.

Cllr Mrs Burns suggested that contact details for 'Crime Stoppers' and Neighbourhood Watch be added to the 'Useful Links' page as well as contact details for the football and cricket clubs and Scouts/Guides/Cubs and Brownies.

It was noted that the newsletters available on the website were not up to date and the Assistant Clerk explained that this was because there had been some difficulty scanning in the newsletters for posting on the website in that the quality of the scans were fairly poor. Cllr Mrs Burns agreed to scan the newsletters and email them to the Parish Office in the hope that the quality would be improved on a more up to date scanner.

RESOLVED: That,
the Assistant Clerk be requested to update the website as detailed above.

6. Procedures for Councillors

The Committee considered a draft of the proposed Councillors' Handbook and agreed that the information contained therein included most of the information that would be required by Parish Councillors.

The Committee agreed that the Councillors' Handbook should be reviewed on an annual basis.

RESOLVED: That,
the Clerk be requested to issue a copy of the Councillors' Handbook to all members of the Council and that Councillors be asked for their feedback on its content, to be referred back to the Committee for consideration.

7. Quality Parish Council Status

The Committee considered a letter dated 16th May 2006 received from Sevenoaks District Council in response to the Parish Council's request for further information on the procedure for entering into a Charter.

The Committee agreed that further information should be sought from KAPC and NALC, prior to entering into more detailed discussions with the District Council.

RESOLVED: That,
1) the Clerk be requested to contact the KAPC and NALC to enquire as to whether there are any frameworks that have been developed for entering into a Charter with the District Council and 2) the Clerk be requested to respond to the District Council, thanking them for their letter and advising that the Parish Council will contact them again at a later date.

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 enter into an agreement for the provision of website services and the Committee was requested to consider whether it wishes to enter into this agreement.

The Committee considered there to be no advantage to signing the agreement as the Parish Council runs an independent website.

RESOLVED: That,
the agreement for the provision of website services be noted.

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

The Committee considered 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.

RESOLVED: That,
the Clerk be requested to complete and return the questionnaire.

10. Date of next meeting

Wednesday 30th August 2006 at 6.30p.m. at Hartley Library.

The meeting closed at 7.33 p.m.

Signed:.....
Chairman

Date:.....