

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON
1ST FEBRUARY 2007 AT 6.30 p.m. AT HARTLEY LIBRARY**

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

In attendance: Mrs Gilder (Assistant Clerk)

1. Apologies for absence

Apologies had been received from Cllr Mr C Alford.

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 Committee held on 30th August
2006, be approved and signed as a correct record.

4. Newsletter

a) The Committee considered articles to be included in the March 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 for the newsletter by no later than Wednesday 21st February 2007.

RESOLVED: That,
the agreed articles be included in the March edition of the Parish Council's newsletter
and copy sent to Ash Setting and Printing by no later than 21st February 2007.

b) The Committee considered a suggestion put forward by a Member of the Parish Council to include advertising in future editions of the Parish Council's newsletter.

The Committee agreed that the newsletter was a public information sheet and should not be used for private advertising.

RESOLVED: That,
the suggestion from a Member of the Parish Council to include advertising in future
editions of the Hartley Herald be rejected.

5. Annual Report

The Committee considered arrangements for the Annual Report and noted that Ash Setting and Printing would be unable to print it within the timescale required, due to holiday commitments.

The Committee noted that last year Ash Setting and Printing had printed and delivered the Annual Report and therefore arrangements would also need to be made with regard

to its distribution.

RESOLVED: That,
1) the Assistant Clerk be requested to obtain quotations for the printing and distribution of the Annual Report in the same format as last year, from alternative printers for consideration at the next meeting and 2) the Assistant Clerk be requested to contact Sevenoaks District Council to obtain details of how the District Council's 'In Shape' magazine is distributed.

6. Website

a) The Committee considered the Parish Council's website and noted that there was still no information on the 'History' page. Mr Cramp had previously agreed to provide a selection of photographs to accompany the text that he had produced but as yet these have not been received.

The Committee also noted that another page not yet containing any information was the 'Forum' page. The issue of a forum had previously been discussed but the Committee agreed that this was not something that it wished to proceed with at the present time.

RESOLVED: That,
1) The Assistant Clerk be requested to contact Mr Cramp to ask whether he has had the opportunity to consider the photographs to accompany the text on the website's History page and 2) the Assistant Clerk be requested to remove the 'Forum' page from the Parish Council's website.

b) The Committee considered a letter dated 8th September 2006, received from Kent County Council regarding its new Explore Kent website.

RESOLVED: That,
the letter dated 8th September 2006 received from Kent County Council regarding its new Explore Kent website be noted and that a link to the Explore Kent website be included on the Parish Council's website.

8. Consultation with Residents

The Committee had been requested to consider any initiatives thought necessary to improve consultation with residents.

Cllr Mrs Oxtoby suggested the production of a welcome pack giving useful information on Hartley and the local area which could be distributed to new residents by the local estate agents. It was also suggested that information leaflets be produced for areas such as the Burial Ground and the Council's open spaces.

It was agreed that Members would consider ways of implementing the above and report their ideas back to the next meeting.

RESOLVED: That,
consideration of the production of a welcome pack and information leaflets be deferred until the next meeting.

The Committee agreed that residents were kept informed of general issues through the Parish Council's newsletter with major issues being dealt with by consultation exercises such as questionnaires.

Cllr Mrs Oxtoby left the meeting at 7.30p.m.

The Committee agreed on the importance of holding a regular Members Surgery as it provides residents with an opportunity to discuss any issues with Parish Council Members.

RESOLVED: That, the date for the next Members Surgery be set for Saturday 14th April 2007.

7. Date of next meeting

Thursday 15th March 2007 at 6.30p.m. at Hartley Library.

The meeting closed at 7.45 p.m.

Signed:.....
Chairman

Date:.....