

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON
15TH MARCH 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 1st February
2007, be approved and signed as a correct record.

4. Newsletter

The Committee considered arrangements for the next edition of the newsletter.

RESOLVED: That,
the next edition of the Parish Council's newsletter be issued in June.

The Committee noted that Ash Setting and Printing would require copy for the newsletter
by no later than Wednesday 30th May 2007.

5. Annual Report

The Committee considered quotations for the production of the Annual Report as set
out below:

a) Orchard Publishing - A5, 16 page booklet printed on 80gsm paper in black & white,
number of copies: 2300, for the sum of £550.00

b) Bross Print & Design – A5, 16 page booklet printed on 80gsm paper in black & white,
number of copies: 2300, for the sum of £630.00 + VAT

The Committee noted that a quotation had also been requested from the Town & Country
Post but had not been forthcoming.

The Committee noted that neither quotation included delivery costs as the printers
were unable to provide this service.

The Committee noted that although Ash Setting and Printing would be unable to print the Annual Report, they would be able to distribute it by the deadline of 30th June but as with the distribution of the Hartley Herald, an additional postage cost would be incurred for those residences not on their delivery route (approx 170 x 2nd class stamps).

RECOMMENDED: That,
a) the quotation from Orchard Publishing for the printing of 2300 copies of the Annual Report for the sum of £550.00, be accepted and
b) the quotation from Ash Setting and Printing for the delivery of 2010 copies of the Annual Report for the sum of £120.60 + VAT, be accepted.

6. Website

The Committee considered the Parish Council's website and noted that the text provided by Mr Cramp for the 'History' page had still not been included on the website as the selection for photographs to accompany the text were still awaited..

RESOLVED: That,
a) the Assistant Clerk be requested to update the 'History' page on the website to include the text previously provided by Mr Cramp and
b) the Assistant Clerk be requested to contact Mr Cramp regarding the provision of a selection of photographs to accompany the text.

7. Review of Quality Council Scheme

The Committee considered a letter dated 9th February 2007 from KAPC regarding the review of the Quality Council Scheme.

RESOLVED: That,
the letter received from KAPC, dated 9th February 2007 regarding the review of the Quality Council Scheme, be noted.

8. Consultation with Residents

The Committee considered the production of a welcome pack and information leaflets for residents.

The Committee agreed that it was keen to produce a welcome pack providing useful information on the facilities available in Hartley as well as information leaflets on areas such as the Burial Ground and the Council's open spaces.

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

9. Date of next meeting

Tuesday 8th May 2007 at 6.30p.m. at Hartley Library.

The meeting closed at 7.18 p.m.

Signed:.....
Chairman

Date:.....