

## **HARTLEY PARISH COUNCIL**

Clerk to the Council: Mrs J Hoad  
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**15th May 2007**

**Dear Councillor**

**You are invited to attend a meeting of the Communications Committee to be held on Monday 21st May 2007 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. Election of Chairman**

To elect a Chairman of the Communications Committee until the Annual Meeting of the Council in May 2008.

**3. Election of Vice – Chairman**

To elect a Vice–Chairman of the Communications Committee until the Annual Meeting of the Council in May 2008.

**4. Declarations of Interest**

To receive Members declarations of interest.

**5. Minutes of the previous meeting**

To approve the minutes of the meeting of the Communications Committee held on 15th March 2007. (Annexed).

**6. Review Terms of Reference**

To review the Terms of Reference of the Communications Committee, as approved by the Council at its Annual Meeting on 14th May 2007. (Annexed)

**7. Newsletter**

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

**8. Website**

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

## 9. Date of next meeting

Committee Membership  
Cllr Abraham  
Cllr Mrs Burns

Cllr Graeme  
Cllr Mrs Oxtoby