

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON
21ST MAY 2007 AT 6.30 p.m. AT HARTLEY LIBRARY**

Present: Cllr Mr L Abraham
Cllr Mrs J Burns (Chairman)
Cllr Mr D Graeme
Cllr Mrs A Oxtoby

In attendance: Mrs Gilder (Assistant Clerk)

1. Apologies for absence

No apologies for absence had been received.

2. Election of Chairman

RESOLVED: That,
Cllr Mrs Burns be elected Chairman of the Communications Committee until the Annual Meeting of the Council in May 2008.

3. Election of Vice-Chairman

RESOLVED: That,
Cllr Mrs Oxtoby be elected Vice-Chairman of the Communications Committee until the Annual Meeting of the Council in May 2008.

4. Declarations of Interest

There were no declarations of interest

5. Review Terms of Reference

RECOMMENDED: That,
the amendments to the Terms of Reference, as shown on appendix 1 attached to these minutes be approved by the Council.

6. Minutes of the previous meeting

RESOLVED: That,
the minutes of the meeting of the Communications Working Group held on 15th March 2007, be approved and signed as a correct record.

7. Newsletter

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

The Committee noted that Ash Setting and Printing require copy by no later than Wednesday 30th May and delivery will be on 7th or 8th June.

RESOLVED: That,
the agreed articles be included in the June edition of the Parish Council's newsletter and that
the copy and delivery dates be noted.

8. Website

The Committee considered the Parish Council's website and noted that it had been updated with details of the recent District and Parish Council election results.

It was noted that the agendas and minutes of the Northfield Management Committee were not currently available to view on the website and it was agreed that these should be included.

The Committee agreed that mention should be made on the News page of the website of the fact that Cllr Mrs Coutts had now left the Parish Council after 28 years of service.

The Committee discussed the possibility of including a picture gallery on the website depicting various parts of Hartley.

RESOLVED: That,
the Assistant Clerk be requested to update the website to include the agendas and minutes of the Northfield Management Committee, an article on the news page regarding Cllr Mrs Coutts and picture gallery showing scenes in Hartley.

9. Date of next meeting

Monday 30th July 2007 at 6.30p.m. at Hartley Library.

The meeting closed at 7.15 p.m.

Signed:.....
Chairman

Date:.....

Communications Committee

Terms of Reference

1. To inform residents about the council business and activities through the newsletter and website
2. To publish a newsletter quarterly and an annual report,
3. To monitor and update the website at least monthly,
4. To undertake any initiatives thought necessary to inform and consult with residents,
5. To ~~develop a~~ **monitor the** Councillors' Handbook about procedures for Councillors.
6. To monitor Quality Parish Status at regular intervals.

Delegated Powers

1. To authorise expenditure on those matters that fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council.