

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON
30TH JULY 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. 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 21st May 2007,
be approved and signed as a correct record.

4. Financial Report

The Committee considered a financial report indicating the net position of the Newsletter and Annual Report budget as at 10th July 2007.

RESOLVED: That,
the financial report indicating the net position of the Newsletter and Annual Report budget as
at 10th July 2007, be noted.

5. Newsletter

a) The Committee considered future arrangements for the printing and distribution of the Parish Council's newsletter.

RESOLVED: That,
Ash Setting and Printing continue to print and distribute the Hartley Herald.

b) The Committee considered arrangements for the September edition of the newsletter and agreed on the main articles for inclusion.

RESOLVED: That,
the September edition of the Parish Council's newsletter be reduced to a double sided A4 sheet and that the agreed articles be included.

6. Annual Report

a) The Committee considered future arrangements for the printing and distribution of the Annual Report.

The Committee agreed that the format of the Annual Report should remain as in previous years but that the outer cover should be in the same pale green colour that the newsletter is printed on.

RESOLVED: That,
quotations be sought for the printing and distribution of the 2007/08 Annual Report in the same format as in previous years with the addition of a pale green outer cover.

b) The Committee considered payment of the invoice from Orchard Publishing for the sum of £550.00 for the production of the 2006/07 Annual Report.

The Committee noted that payment of the invoice had been approved by the Council at its meeting on 9th July 2007 pending the approval of the Communications Committee.

RESOLVED: That,
payment of the invoice from Orchard Publishing for the sum of £550.00, for the production of the 2006/07 Annual Report, be authorised.

7. Website

The Committee considered the Parish Council's website and noted that there were some pages that required updating.

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

8. Date of next meeting

Monday 29th October 2007 at 6.30p.m. at Hartley Library.

The meeting closed at 7.30 p.m.

Signed:.....
Chairman

Date:.....