

## **HARTLEY PARISH COUNCIL**

Clerk to the Council: Mrs J Hoad  
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL  
Tel/fax 01474 709441  
E mail: [mail@hartleyparishcouncil.org.uk](mailto:mail@hartleyparishcouncil.org.uk)

**23rd October 2007**

**Dear Councillor**

**You are invited to attend a meeting of the Communications Committee to be held on Monday 29th October 2007 commencing at 6.30p.m. at Hartley Library.**

**Yours sincerely**

**Helen Gilder  
Assistant Clerk to the Council**

---

### **AGENDA**

**1. Apologies**

To receive apologies for absence.

**2. Declarations of Interest**

To receive Members declarations of interest.

**3. Minutes of the previous meeting**

To approve the minutes of the meeting of the Communications Committee held on 30th July 2007. (Annexed).

**4. Financial Report**

To receive and note a financial report indicating the net position of the Newsletter and Annual Report budget as at 23rd October 2007. (Annexed).

**5. Newsletter**

To consider arrangements for the December edition of the newsletter.

**6. Annual Report**

To consider arrangements for the Annual Report, including any quotations received for the printing and distribution of the Parish Council's 2007/08 Annual Report.

**7. Website**

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

**8. Information Pack for Residents**

To consider the development of an information pack for residents.

## 9. Date of next meeting

Committee Membership  
Cllr Abraham  
Cllr Mrs Burns

Cllr Graeme  
Cllr Mrs Oxtoby