

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON
29TH OCTOBER 2007 AT 6.30 p.m. AT HARTLEY LIBRARY**

Present: 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 and Cllr Mr D Graeme.

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 30th July 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 23rd October 2007.

RESOLVED: That,
the financial report indicating the net position of the Newsletter and Annual Report budget as
at 23rd October 2007, be noted.

5. Newsletter

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

RESOLVED: That,
the agreed articles be included in the December edition of the Parish Council's newsletter and
copy sent to Ash Setting and Printing by no later than 27th November 2007.

6. Annual Report

The Committee considered quotations for the production of the 2007/08 Annual Report as set out below:

a) Ash Setting and Printing – A5, 16 page booklet printed on 80gsm paper in black and white (outer cover to be in pale green with the remainder of the pages in white), for the sum of £441.00. Delivery of 2010 copies for the sum of £113.06.

b) County Print and Design – A5, 16 page booklet printed on 80gsm paper in black and white (outer cover in pale green with the remainder of the pages in white). Fold stitch and trim to A5, saddle stitch 2 wires. Number of copies: 2300. Pack and deliver to one Kent address, for the sum of £1,082.00

c) Sevenoaks District Council – A5, 16 page booklet with pale green card covers and the remainder of the pages in white. Number of copies: 2300, for the sum of £656.93.

The Committee noted that the quotations received from County Print and Design and Sevenoaks District Council did not include the cost of distribution to residents in Hartley as the printers were unable to provide this service.

RECOMMENDED: That,

- 1) the quotation received from Ash Setting and Printing for the printing of 2300 copies of the Parish Council's 2007/08 Annual Report for the sum of £441.00, be accepted and
- 2) the quotation received from Ash Setting and Printing for the delivery of 2010 copies of the Annual Report, for the sum of £113.06, be accepted.

The Committee was mindful of the fact that at the last Parish Council meeting, the date of the Annual Parish Meeting was set for Friday 16th May 2008 and therefore, a number of Annual Reports would be required in time for that meeting with the remainder printed and delivered to Hartley Residents by 30th June 2008.

RESOLVED: That,

the Assistant Clerk be requested to contact Ash Setting and Printing to ensure that the printing and distribution of the 2007/08 Annual Report would adhere to the above timescale.

7. Website

The Committee considered the Parish Council's website.

The Assistant Clerk reported that a suggestion had been put forward to include the monthly Parish Spreadsheet received from Kent Highway Services on the website. It had also been suggested that a request for residents to report any highways issues to the Parish Office be posted on the website.

RESOLVED: That,

subject to the approval of Kent Highway Services, the Assistant Clerk be requested to update the website as above.

8. Information Pack for Residents

The Committee considered the development of an information pack for residents.

The Committee agreed that individual leaflets could be developed, providing useful information on the roles and responsibilities of the Parish Council and areas such as the Burial Ground, Pavilion etc.

RESOLVED: That,

Members of the Committee be requested to consider information packs/leaflets distributed by other Parish Councils and report back to the next meeting with their ideas on how to progress the production of leaflets for Hartley.

9. Date of next meeting

Monday 28th January 2008 at 6.30p.m. at Hartley Library.

The meeting closed at 7.30 p.m.

Signed:.....
Chairman

Date:.....