

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
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22nd January 2008

Dear Councillor

You are invited to attend a meeting of the Communications Committee to be held on Monday 28th January 2008 commencing at 7.30p.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 29th October 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 22nd January 2008. (Annexed).

5. Newsletter

To consider arrangements for the next edition of the newsletter.

6. Annual Report

To consider arrangements for the Annual Report.

7. Website

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

8. Information Pack for Residents

To further 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