

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON
19TH MAY 2008 AT 7.30 p.m. AT HARTLEY LIBRARY**

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

In attendance: Mrs Gilder (Assistant Clerk)

Apologies for absence

Apologies had been received from Cllr Mr D Graeme, Cllr Mr J Gaywood and Cllr Mr M Harris.

1. Election of Chairman

RESOLVED: That,
Cllr Mrs J Burns be elected Chairman of the Communications Committee until the Annual Meeting of the Council in May 2009.

2. Election of Vice Chairman

RESOLVED: That,
Cllr Mrs A Oxtoby be elected Vice Chairman of the Communications Committee until the Annual Meeting of the Council in May 2009.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the previous meeting

RESOLVED: That,
the minutes of the meeting of the Communications Committee held on 7th April 2008,
be approved and signed as a correct record.

5. Review Terms of Reference

The Committee reviewed its Terms of Reference and was satisfied that it could operate satisfactorily under the Terms of Reference as approved by the Council at its Annual Meeting held on 12th May 2008.

RESOLVED: That,
the Terms of Reference, as set out in appendix 1 attached to these minutes, be noted.

6. Financial Report

The Committee considered a financial report indicating the net position of the Newsletter and Annual Report budget as at 12th May 2008.

RESOLVED: That,
the financial report indicating the net position of the Newsletter and Annual Report budget as at 12th May 2008, be noted.

7. Newsletter

(a) The Committee considered an email dated 1st May 2008, from Ash Setting and Printing. The Committee noted from the email, that Ash Setting and Printing had been reviewing its pricing for the newsletter, as the amount charged had not changed since September 2003, and clearly paper costs had risen since then.

The current cost of an A4 size publication is £190.33 and an A3 size publication £293.89, including delivery.

The Committee noted that the revised cost was £238.00 for an A4 publication and £320.00 for an A3 size, including delivery.

RECOMMENDED: That,
the revised cost for the production and distribution of the Parish Council's newsletter for the sum of £238.00 for an A4 publication and £320.00 for an A3 publication, be accepted.

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

RESOLVED: That,
1) the agreed articles be included in the June edition of the Parish Council's newsletter and copy sent to Ash Setting and Printing by no later than 30th May 2008, and 2) that Ash Setting and Printing be asked to deliver the Annual Report and the June edition of the newsletter at the same time, to keep delivery costs to a minimum.

8. Website

The Committee noted that there had been a number of technical issues affecting the website during the last few weeks resulting in the website being unavailable for several days. The Assistant Clerk reported that the problem had been caused by a change of server and that the issue had now been resolved.

The Committee noted that the photograph on the Home page had not been changed since the website had been set up. It was suggested that the Home page be updated to include a selection of photographs from around Hartley.

Cllrs Mrs Burns and Mrs Oxtoby agreed to email a variety of photographs to the Parish Office.

The Committee noted that the History page had been updated some time ago using text provided by Dr Cramp, but that a selection of photographs to accompany the text was still awaited.

RESOLVED: That,
1) the Assistant Clerk be requested to update the website with the photographs supplied from Cllrs Mrs Burns and Mrs Oxtoby, and 2) the Assistant Clerk be requested to contact Dr Cramp regarding the provision of a selection of photographs to accompany the text on the History page.

9. Information Pack for Residents

At the Communications Committee meeting held on 28th January 2008, it was agreed that designated members of the Council be asked to prepare draft information leaflets on Finance, Hartley Burial Grounds and Gardens of Remembrance, Open Spaces, Planning, 'What is a Parish Council' and 'Questions at Meetings, for consideration by the Committee.

The Committee considered a draft leaflet on the Burial Grounds and Gardens of Remembrance, produced by Cllr Mrs Oxtoby, and agreed that the design and content was a good guide for the production of the remaining leaflets. In view of the fact that no other draft leaflets were available, the Committee agreed to defer the matter until the next meeting.

RESOLVED: That,
1) consideration of the development of information leaflets for residents, be deferred and 2) the Assistant Clerk be requested to contact the Chairmen of the Amenities and Open Spaces, Finance, and Planning Committee's to ask them to provide information for inclusion in the relevant information leaflet.

10. Date of next meeting

Monday 18th August 2008 at 7.30p.m. at Hartley Library.

The meeting closed at 8.25 p.m.

Signed:.....
Chairman

Date:.....

APPENDIX 1

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 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