

## **HARTLEY PARISH COUNCIL**

Clerk to the Council: Mrs J Hoad  
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**13th May 2008**

**Dear Councillor**

**You are invited to attend a meeting of the Communications Committee to be held on Monday 19th May 2008 commencing at 7.30p.m. at Hartley Library.**

**Yours sincerely**

**Helen Gilder  
Assistant Clerk to the Council**

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## **AGENDA**

### **Apologies**

To receive apologies for absence.

### **1. Election of Chairman**

To elect a Chairman of the Communications Committee until the Annual Meeting of the Council in May 2009.

### **2. Election of Vice – Chairman**

To elect a Vice–Chairman of the Communications Committee until the Annual Meeting of the Council in May 2009.

### **3. Declarations of Interest**

To receive Members' declarations of interest.

### **4. Minutes of the previous meeting**

To approve the minutes of the meeting of the Communications Committee held on 7th April 2008. (Annexed).

### **5. Review Terms of Reference**

To review the Terms of Reference of the Communications Committee, as approved by the Council at its Annual Meeting on 12th May 2008. (Annexed)

### **6. Financial Report**

To receive and note a financial report indicating the net position of the Newsletter and Annual Report budget as at 13th May 2008. (Annexed).

**7. Newsletter**

(a) To consider an email dated 1st May 2008 from Ash Setting & Printing.  
(Annexed)

(b) To consider arrangements for the next edition of the newsletter.

**8. Website**

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

**9. Information Pack for Residents**

To further consider the development of an information pack for residents.

**10. Date of next meeting**

Committee Membership  
Cllr Abraham  
Cllr Mrs Burns

Cllr Graeme  
Cllr Mrs Oxtoby