

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad  
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21st August 2008

Dear Councillor

You are invited to attend a meeting of the Communications Committee to be held on Wednesday 27th August 2008 commencing at 7.30p.m. at Hartley Library.

Yours sincerely

Helen Gilder  
Assistant Clerk to the Council

**MEMBERS ARE REQUESTED TO BRING TO THE MEETING AGENDAS ISSUED FOR A MEETING OF THE COMMUNICATIONS COMMITTEE WHICH WAS DUE TO BE HELD ON 13<sup>TH</sup> AUGUST 2008 BUT SUBSEQUENTLY CANCELLED.**

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### 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 19th May 2008. (Annexed).

**4. Financial Report**

To receive and note a financial report indicating the net position of the Newsletter and Annual Report budget as at 20th August 2008. (Annexed).

**5. Newsletter**

To consider arrangements for the next edition of the newsletter.

**6. Website**

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

## **7. Information Leaflets for Residents**

To further consider the development of information leaflets for residents.  
(Draft leaflets – previously circulated)

## **8. Woodland Avenue – Playground Refurbishment**

At the meeting of the Amenities & Open Spaces Committee held on 16th June 2008, it was resolved *'that the Communications Committee be asked to investigate the possibility of conducting an online consultation exercise on the proposed refurbishment of the playground at Woodland Avenue'*.

The Committee is requested to give this matter its consideration.

## **9. Revised Quality Council Scheme**

As of June 2008, the Quality Council Scheme changed to better reflect the increased professionalism of Councils. There are now three new tests plus amendments to some of the existing tests.

The Committee is requested to consider the new guidance. (Previously circulated)

## **10. Date of next meeting**

### **List of circulated documents**

**In order to reduce the amount of photo copying in respect of the background papers relating to this agenda, only members of the committee have been provided with copies of certain documents. Should any member of the Council require copies of the following documents, please contact the Clerk.**

**Copies of all documents listed below are available for inspection in the Parish Office**

1. Minutes of the meeting of the Communications Committee on 19th May 2008
2. Financial Report dated 21st July 2008
3. Revised Quality Council Scheme – New guidance (previously circulated)

Committee Membership  
Cllr Abraham  
Cllr Mrs Burns

Cllr Graeme  
Cllr Mrs Oxtoby