

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON  
27TH AUGUST 2008 AT 7.30 p.m. AT HARTLEY LIBRARY**

Present: Cllr Mr L Abraham  
Cllr Mrs J Burns (Chairman)  
Cllr Mr D Graeme  
Cllr Mr M Harris  
Cllr Mrs A Oxtoby

In attendance: Mrs Gilder (Assistant Clerk)

**1. Apologies for absence**

No apologies had been received.

**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 Committee held on 19th May 2008,  
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 21st July 2008.

RESOLVED: That,  
the financial report indicating the net position of the Newsletter and Annual Report budget as  
at 21st July 2008, be noted.

**5. Newsletter**

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

RESOLVED: That,  
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 11th September 2008,

**6. Website**

At the last meeting of the Communications Committee it was agreed the Home page be updated to include a selection of photographs from around Hartley.

Mrs Oxtoby reported that she had not yet had an opportunity to provide the Clerk with any photographs but that she would endeavour to email a selection to the Parish Office before the next meeting.

RESOLVED: That,  
the Assistant Clerk be requested to update the website with the photographs supplied from Cllr Mrs Oxtoby.

## 7. Information Pack for Residents

The Committee considered draft information leaflets entitled Amenities and Open Spaces, Burial Grounds & Gardens of Remembrance, Planning and the Parish Council, What is a Parish Council? and How to Ask a Question at Council and Committee Meetings, and a number of minor amendments were suggested.

The Committee discussed the possibility of combining the leaflets into a welcome pack for new residents, which could be distributed to local Estate Agents.

The Committee suggested that two additional leaflets be drafted, to provide information on walks around Hartley, and telephone numbers and contact details for local schools, doctors, sports clubs etc.

Cllr Mrs Burns reported that she knew of a resident who regularly arranged walks around Hartley and it was agreed that she would contact her to ask whether she could provide any information to be included in the leaflets.

RESOLVED: That,  
1) the Assistant Clerk be requested to make the suggested amendments to the draft leaflets and circulate them to the appropriate Committees for their comments.  
2) Cllr Mrs Burns make contact with the resident who arranges walks, to ask whether she would be willing to assist with the production of a leaflet.  
3) the Assistant Clerk be requested to draft an additional leaflet providing information on local services and clubs.

## 8. Woodland Avenue – Playground Refurbishment

At the meeting of the Amenities and 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'*.

Cllr Abraham reported that he had been in contact with the IT Department at Sevenoaks District Council and that they had provided information on a company known as 'Survey Monkey' that they used to conduct their online consultations.

The Committee considered the information received from the District Council and noted that 'Survey Monkey' offered a 'Basic Subscription' which would allow the Parish Council to register, and design a questionnaire with up to 10 questions and up to 100 responses per survey, all for free.

Alternatively the Council could register for the 'Professional Subscription' which would cost approx £10.60 per month plus an additional £5.30 (approx) per month to encrypt the data. This subscription would include unlimited questions and responses.

The Committee agreed that the 'Basic Subscription' should be sufficient for the Woodland Avenue consultation exercise, but that if a large number of responses were received, this could be reconsidered at a later date.

Cllr Abraham reported that the District Council had recently conducted an online consultation on the proposed refurbishment of one of its playgrounds, and suggested that this could be used as a template for the Woodland Avenue consultation.

The Committee discussed how the online consultation could be advertised, and agreed that details should be included in the Town and Country Post, The Hart and the Hartley Herald. It was suggested that once agreed, paper copies of the survey be made available for those residents with no computer access.

**RESOLVED:** That,  
a copy of the online consultation recently undertaken by Sevenoaks District Council be circulated to members of the Committee, to assist with the design of the Parish Council questionnaire.

**RECOMMENDED:** That,  
the Parish Council conducts an online consultation on the proposed refurbishment at Woodland Avenue, using the 'Basic Subscription' from 'Survey Monkey', once the questionnaire has been designed.

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

The Committee considered new guidance on the changes to the Quality Council Scheme which took effect from June 2008.

It was noted that there are now an additional three tests, plus amendments to some of the existing tests.

It was noted that once Quality Status has been awarded, the accreditation lasts for four years. The Committee was mindful of the fact that Hartley Parish Council's Quality Status had been awarded in September 2005 and that therefore re-accreditation would need to be made next year.

Cllr Abraham reported that one of the new tests being added to the Scheme, was that Quality Council's will be required to evaluate the training needs of both staff and Councillors and provide evidence through a training 'Statement of Intent'.

It was agreed that it would be helpful, if a list of available training courses for Councillors and Clerks could be circulated to Members.

Cllr Abraham agreed to contact KALC and the District Council to find out if a list of future training courses was available.

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

Monday 3rd November 2008 at 7.30p.m. at Hartley Library.

The meeting closed at 8.40 p.m.

Signed:.....  
Chairman

Date:.....

