

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON
3RD NOVEMBER 2008 AT 7.30 p.m. AT HARTLEY LIBRARY**

Present: Cllr Mrs J Burns (Chairman)
Cllr Mr D Graeme
Cllr Mrs A Oxtoby

In attendance: Mrs Gilder (Assistant Clerk)
Cllr Mr V Sewell

1. Apologies for absence

Apologies had been received from Cllrs Mr L Abraham and Mr M Harris.

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 27th August 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 24th October 2008.

RESOLVED: That,
the financial report indicating the net position of the Newsletter and Annual Report budget as
at 24th October 2008, be noted.

The Committee noted that there would be insufficient funds available in the budget to meet the cost of the production and distribution of a December 2008 and March 2009 edition of the newsletter. It was noted that this was due to the production and distribution of a Special Newsletter, earlier in the year.

RECOMMENDED: That,
the Council be requested to make available from this year's budget, up to the sum of
£250.00, to cover the cost of the production and distribution of a December 2008 and March
2009 newsletter.

5. Newsletter

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

RESOLVED: That,
the agreed articles be included in the December edition of the Parish Council's newsletter,
and the newsletter distributed during the first week of December.

6. Website

The Committee considered the Parish Council's website and agreed that it would be helpful to include a section of 'frequently asked questions' for each Committee.

RESOLVED: That,
the Chairman of each Committee be requested to submit a list of 'frequently asked questions' and answers, to be considered by the Communications Committee at its next meeting.

The Committee noted that the photographs to accompany the text on the History page had not yet been added to the website.

The Assistant Clerk reported that they were still awaited from Dr Cramp.

RESOLVED: That,
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.

7. Information Pack for Residents

At the last meeting of the Communications Committee it was resolved that the draft leaflets be circulated to the appropriate Committees, for their comments.

The Assistant Clerk reported that the Amenities & Open Spaces Committee, Burial Grounds & Gardens of Remembrance Committee and the Planning Committee had considered their relevant leaflets at their recent meetings and that they were satisfied with the information contained in the leaflets.

At the last meeting of the Communications Committee, the Assistant Clerk had been requested to draft an additional leaflet providing information on local services and clubs. The Committee considered the draft leaflet and suggested a number of minor alterations.

The Committee noted that the draft leaflets entitled 'What is a Parish Council?' 'How to ask a question at Council and Committee Meetings and 'Local Services and Useful Information' would be considered by the Finance and General Purposes Committee at its meeting to be held on 5th November 2008.

The Committee discussed arrangements for the distribution of the leaflets. It was suggested that the local estate agents be contacted to ask whether they would be willing to distribute the leaflets to new residents for an initial period of two months, after which, any feedback received would be considered by the Committee.

The Committee agreed that the estate agents should be asked to issue the leaflets as a 'pack', whilst individual leaflets would also be made available at the Parish Office, should they be requested by existing residents.

RESOLVED: That,
the Assistant Clerk be requested to contact the local estate agents to ask whether they would be willing to distribute the leaflets to new residents.

8. Woodland Avenue – Playground Refurbishment

The Committee noted that its recommendation at its last meeting to '*conduct an online consultation on the proposed refurbishment at Woodland Avenue, using the basic subscription from 'Survey Monkey' once the questionnaire has been designed*' had been approved and adopted by the full Council at its meeting held on 8th September 2008.

It was reported that a hard copy of the proposed questionnaire had been circulated to members of the Amenities & Open Spaces Committee, for their comments and that a number of minor alterations had been made.

The Committee considered a copy of the questionnaire and agreed that no further alterations were necessary.

RESOLVED: That,
1) the online consultation be posted on the Parish Council's website and 2) that the online consultation be advertised in the Parish Council's newsletter, the Town & Country Post and The Hart.

9. Quality Council Scheme

The Committee was reminded that the Council's Quality Parish Status had been awarded in September 2005 and that if the Council intended to apply for re-accreditation, this would have to be done next year.

RESOLVED: That,
The matter be deferred.

10. Date of next meeting

Monday 26th January 2009 at 7.30p.m. at Hartley Library.

The meeting closed at 9.00 p.m.

Signed:.....
Chairman

Date:.....