

## **HARTLEY PARISH COUNCIL**

Clerk to the Council: Mrs J Hoad  
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**20th January 2009**

**Dear Councillor**

**You are invited to attend a meeting of the Communications Committee to be held on Monday 26th January 2009 commencing at 7.30p.m. at Hartley Library.**

**Yours sincerely**

**Helen Gilder  
Assistant Clerk to the Council**

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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 3rd November 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 January 2009. (Annexed).

**5. Newsletter**

To consider arrangements for the next edition of the newsletter.

**6. Annual Report**

To consider arrangements for the 2008/09 Annual Report

**7. Website**

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

**8. Information Leaflets for Residents**

To further consider the development of information leaflets for residents.

## **9. Quality Council Scheme**

To consider arrangements for the Parish Council's application for re-accreditation of Quality status.

## **10. The Power of the promotion of Economic Social or Environmental Well Being**

To consider Legal Briefing L24-08 issued by NALC.

## **11. 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 3rd November 2008
2. Financial Report dated 20th January 2008
3. NALC Legal Briefing L24-08

Committee Membership  
Cllr Abraham  
Cllr Mrs Burns

Cllr Graeme  
Cllr Mrs Oxtoby