

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON
2nd MARCH 2009 AT 7.00 p.m. AT HARTLEY LIBRARY**

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

In attendance: Mrs Gilder (Assistant Clerk)

1. Apologies for absence

There were no apologies.

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 26th January 2009,
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 February 2009.

At its meeting on 3rd November 2008, the Committee had noted that there would be insufficient funds available in the Newsletter and Annual Report budget to meet the cost of the production and printing of the December 2008 and March 2009 issues of the Hartley Herald. The Council was requested to make available from this year's budget, up to the sum of £250.00, to cover these costs and this was approved by the Council at its meeting held on 10th November 2008.

The Committee noted that despite the additional £250.00, there had been an over spend of £38.27 in the Newsletter and Annual Report Budget.

RESOLVED: That,
the financial report indicating the net position of the Newsletter and Annual Report budget as
at 24th February 2009, be noted.

5. Annual Report

The Committee considered quotations for the production of the 2007/08 Annual Report, as set out below:

A5 12 page booklet printed on 80gsm paper in black and white. Outer cover to be in pale green with the remainder of the pages in white. Number of copies: 2300.

- a) Ash Setting & Printing - £441.00 for printing and £113.06 for delivery.
- b) Print-Set Limited - £594.50 + VAT for printing, no delivery service available.

- c) Wealden Advertiser - £492.00 for printing.

The Committee noted that a quotation had been requested from the Wealden Advertiser for delivering the Annual Reports, but that it had not been received in time for the meeting.

The Committee noted that quotations had also been sought for an A5, 16 page booklet printed in the same format as the 12 page booklet, but agreed that the number of pages should remain at 12, as last year.

RESOLVED: That,

- 1) the quotation received from Ash Setting & Printing for the printing of 2300 copies of the Parish Council's 2008/09 Annual Report, for the sum of £441.00, be accepted and,
- 2) the quotation received from Ash Setting & Printing for the delivery of 2010 copies of the Annual Report, for the sum of £113.03, be accepted.

6. Website

The Committee noted that suitable photographs to be displayed on the 'Home' page were still awaited.

7. Quality Council Scheme

a) The Committee was mindful that it would be necessary to apply for re-accreditation of Quality Status during the three month 'grace' period following its expiry in September 2009.

b) At the last meeting, the Committee noted that a number of new tests had been added to the Quality Council Scheme and that Quality Councils will be required to evaluate the training needs of both staff and Councillors and provide evidence through a Training Statement of Intent.

The Committee examined a draft Training Statement of Intent and agreed on a number of additions/amendments.

RECOMMENDED: That,

The Training Statement of Intent, as attached as appendix 1 to these minutes, be approved and adopted by Hartley Parish Council.

8. The Power of the promotion of Economic Social or Environmental Well Being

The Committee considered the Parish Council's draft Statement of Community Engagement and agreed on a number of additions/amendments.

The Assistant Clerk reported that Beverley Town Council had recently been re-accredited for Quality Status and had posted a copy of its Statement on the SLCC website.

The Committee considered Beverley's Statement and agreed that a similar format should be adopted by Hartley.

RESOLVED: That,

- a) the Assistant Clerk be requested to provide members of the Committee with a copy of Beverley Town Council's Statement of Community Engagement and
- b) the Assistant Clerk be requested to draft a Statement of Community Engagement in the same format as Beverley Town Councils.

9. Date of next meeting

Monday 18th May 2009 at 7.30p.m. at Hartley Library.

The meeting closed at 8.00 p.m.

Signed:.....
Chairman

Date:.....

HARTLEY PARISH COUNCIL

TRAINING STATEMENT OF INTENT

1. Hartley Parish Council is committed to ensuring that its staff and councillors undertake training as appropriate and are kept up to date with all new legislation. To support this, funds are allocated to a training budget each year, to enable staff and councillors to attend training and conferences relevant to their office.
2. Training is required for all councillors, the Clerk and the Assistant Clerk. There are no other employees.
3. Training needs will become apparent as a result in changes in legislation, discussion with other councillors/clerks, articles in the press or specialist publications, information on relevant available training from the Kent Association of Local Councils and other providers, decisions taken at meetings, notification of training opportunities etc.

Training requirements for councillors will usually be identified by the Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council. In addition to this, Councillors are expected to notify the Clerk of any training that they consider may be beneficial in order for them to fulfil their duties and responsibilities.

4. The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Kent Association of Local Councils (KALC) to enable staff and councillors to take advantage of their training courses and conferences.
5. The Clerk will be expected to attend all relevant training days whenever possible and other members of staff and councillors will be expected to attend training days which are relevant to their office.
6. New councillors will have an induction meeting with the Clerk and will be provided with an information pack containing the documents as set out on the attached list.
7. It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however still be encouraged to attend training provided by its partner authorities and KALC and attend conferences whenever possible. In-house training during an evening will be considered wherever possible, to enable all councillors to attend.
8. All training undertaken will be evaluated to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing. Councillors will report back at the next relevant Committee meeting on any matters that may be useful in their decision making.
9. A register of training days attended will be maintained by the Clerk.

INFORMATION PACK FOR NEW COUNCILLORS

CONTENTS

1. The Good Councillors Guide
2. Briefing for New Councillors
3. Members List
4. Code of Conduct
5. Standing Orders
6. Assets Register
7. Copy of Register of Interest
8. Form of Application for Travelling Allowance
9. Training Statement of Intent
10. Financial Regulations
11. Budget
12. Committee/Working Group List
13. Committee/Working Groups Terms of Reference
14. Byelaws
15. Sports Pavilion Conditions of Hire and Agreement Form
16. Information relating to the Burial Grounds & Gardens of Remembrance
17. Information Leaflets

