

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON  
18TH MAY 2009 AT 7.30 p.m. AT HARTLEY LIBRARY**

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

In attendance: Mrs Gilder (Assistant Clerk)

**Apologies for absence**

Apologies had been received from Cllr Mrs A Oxtoby.

**1. Election of Chairman of the Communications Committee**

RESOLVED: That,  
Cllr Mrs J Burns be elected Chairman of the Communications Committee until the Annual Meeting of the Council in May 2010.

**2. Election of Vice Chairman of the Communications Committee**

RESOLVED: That,  
Cllr Mrs A Oxtoby be elected Vice Chairman of the Communications Committee until the Annual Meeting of the Council in May 2010.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Minutes of the previous meeting**

RESOLVED: That,  
the minutes of the meeting of the Communications Committee held on 2<sup>nd</sup> March 2009, be approved and signed as a correct record.

**5. Review Terms of Reference**

The Committee reviewed its Terms of Reference as approved by the Council at its Annual meeting held on 11<sup>th</sup> May 2009 and was satisfied that they required no further amendment.

RESOLVED: That,  
the Terms of Reference of the Communications Committee as approved by the Council at its Annual meeting held on 11<sup>th</sup> May 2009 be noted.

## 6. Financial Report

The Committee considered a financial report indicating the net position of the Newsletter and Annual Report budget as at 12th May 2009.

The Committee noted that there were sufficient funds available in the budget to meet the cost of the production and distribution of an A3 size newsletter in June and a further three A4 size newsletters, but that should additional publications be required throughout the year, it would be necessary to approach the Council for further funds.

RESOLVED: That,  
1) the financial report indicating the net position of the Newsletter and Annual Report budget as at 12th May 2009, be noted and 2) the Finance and General Purposes Committee be informed of the position regarding the Newsletter and Annual Report budget.

## 7. Newsletter

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

The Committee noted that Ash Setting and Printing had been requested to deliver the Annual Report and the newsletter at the same time, to keep distribution costs to a minimum.

RESOLVED: That,  
1) 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 1<sup>st</sup> June 2009.

## 8. Website

The Committee had inspected the Parish Council's website before the meeting and a number of issues had been highlighted, that required attention. These included the removal of out of date information and the addition of information relating to the forthcoming elections.

The Committee agreed that the location map available on the website should be replaced, as Hartley was not easily identifiable from the map.

RESOLVED: That,  
the Assistant Clerk be requested to amend/update the website as discussed.

At the last meeting of the Communications Committee, it had been agreed that Members of the Committee would photograph suitable locations/landmarks in Hartley, to be considered for inclusion on the Home page of the website.

The Assistant Clerk reported that no suitable photographs had yet been submitted.

## 9. Quality Council Scheme

The Committee had been requested to consider arrangements for the Parish Council's application for re-accreditation of Quality status.

RESOLVED: That,  
consideration of the arrangements for the Parish Council's re-accreditation of Quality status, be deferred until the next meeting of the Communications Committee.

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

At the last meeting of the Communications Committee, the Committee considered a draft Statement of Community Engagement and agreed on a number of additions/amendments.

At the meeting, the Committee noted that Beverley Town Council had recently been re-accredited for Quality status and had produced a Statement of Community Engagement, which was considered by the Committee. Members agreed that a similar format should be adopted for Hartley's document.

The Committee was requested to note that Boxley Parish Council had also been re-accredited for Quality Status and had produced a Statement of Community Engagement. The Committee were requested to consider this document and to agree on the preferred format.

After some discussion, the Committee agreed that in its current form, the draft Statement of Community Engagement for Hartley Parish Council was too jargon filled and would benefit from being simplified.

RESOLVED: That,  
the Assistant Clerk be requested to re-draft the Statement of Community Engagement, in line with Members' comments, for consideration by the Committee at its next meeting.

**11. Date of next meeting**

Wednesday 29<sup>th</sup> July 2009 at 7.30p.m. at Hartley Library.

The meeting closed at 8.32 p.m.

Signed:.....  
Chairman

Date:.....