

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
Tel/fax 01474 709441
E mail: mail@hartleyparishcouncil.org.uk

12th May 2009

Dear Councillor

You are invited to attend a meeting of the Communications Committee to be held on Monday 18th May 2009 commencing at 7.30p.m. at Hartley Library.

Yours sincerely

Helen Gilder
Assistant Clerk to the Council

AGENDA

Apologies

To receive apologies for absence.

1. Election of Chairman of the Communications Committee

To elect a Chairman of the Communications Committee until the Annual Meeting of the Council in May 2010.

2. Election of Vice Chairman of the Communications Committee

To elect a Vice Chairman of the Communications Committee until the Annual Meeting of the Council in May 2010.

3. Declarations of Interest

To receive Members' declarations of interest.

4. Minutes of the previous meeting

To approve the minutes of the meeting of the Communications Committee held on 2nd March 2009. (Annexed).

5. Review Terms of Reference

To review the Communication Committee's Terms of Reference. (Annexed)

6. Financial Report

To receive and note a financial report indicating the net position of the Newsletter and Annual Report budget as at 12th May 2009. (Annexed).

7. Newsletter

To consider arrangements for the next edition of the newsletter.

8. Website

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

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

At the last meeting of the Communications Committee, the Committee considered a draft Statement of Community Engagement. The Committee noted that Beverley Town Council had recently been re-accredited for Quality Status and agreed that Hartley Parish Council's Statement of Community Engagement be drafted in a similar format.

The Committee is requested to note that Boxley Parish Council has also recently been re-accredited for Quality Status and a copy of its Statement of Community Engagement is attached.

The Committee is requested to consider the preferred format for Hartley Parish Council's Statement of Community Engagement.

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 2nd March 2009
2. Financial Report dated 12th May 2009
3. Draft Statement of Community Engagement
4. Beverley Town Council's Statement of Community Engagement
5. Boxley Parish Council's Statement of Community Engagement

Committee Membership
Cllr Abraham
Cllr Mrs Burns
Cllr Mr J Gaywood (ex officio)

Cllr Graeme
Cllr Mrs Oxtoby