

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

10th July 2009

Dear Councillor

You are invited to attend a meeting of the Communications Committee to be held on Wednesday 29th July 2009 commencing at 7.30p.m. at Hartley Library.

Yours sincerely

**Helen Gilder
Assistant Clerk to the Council**

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 18th May 2009. (Annexed).

4. Financial Report

To receive and note a financial report indicating the net position of the Newsletter and Annual Report budget as at 10th July 2009. (Annexed).

5. Newsletter

To consider arrangements for the next edition of the newsletter.

6. Website

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

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

a) To note that the Clerk has passed Section 7, Power of Well-Being, Certificate in Local Council Administration 2008 . This qualification fulfils the eligibility criteria for

a qualified clerk as prescribed in the Parish Councils (Power to Promote Well-Being) (Prescribed Conditions) Order 2008.

b) To receive a report from Cllr Abraham who attended the power of welling training event on 24th June 2009 at Sevenoaks Town Council offices. Cllrs Abraham and Granger are qualified in the use of the power of well being.

c) To consider guidance on producing a Statement of Community Involvement, issued by the Society of Local Council Clerks. (Annexed).

d) To consider a draft Statement of Community Involvement. (Annexed)

8. Quality Council Scheme

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

9. 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 18th May 2009
2. Financial Report dated 10th July 2009
3. Guidance on producing a Statement of Community Engagement
4. Draft Statement of Community Engagement

Committee Membership

Cllr Abraham
Cllr Mrs Burns
Cllr Mr Coates

Cllr Mr Gaywood (ex officio)
Cllr Graeme
Cllr Mrs Oxtoby (ex officio)