

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON  
4<sup>th</sup> NOVEMBER 2009 AT 7.30 p.m. AT HARTLEY LIBRARY**

Present: Cllr Mrs J Burns (Chairman)  
Cllr Mr R Coates  
Cllr Mr D Graeme  
Cllr Mrs A Oxtoby

In attendance: Mrs Gilder (Assistant Clerk)

**1. Apologies for absence**

Apologies had been received from Cllr Mr L Abraham.

**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 29<sup>th</sup> July 2009,  
be approved and signed by the Chairman 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 23<sup>rd</sup> October 2009.

RESOLVED: That,  
the financial report indicating the net position of the Newsletter and Annual Report budget as at  
23<sup>rd</sup> October 2009, be noted.

**5. Newsletter**

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

RESOLVED: That,  
the agreed articles be included in the December edition of the Parish Council's newsletter.

**6. Website**

The Committee asked whether the History page had been updated to include a selection of photographs to accompany the text.

The Assistant Clerk reported that they were still awaited from Dr Cramp.

**7. Quality Council Scheme**

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

The Assistant Clerk reported that the draft portfolio was in the process of being circulated to Members of the Committee for their comments and that any comments received had been incorporated into the portfolio.

It was noted that the application would need to be submitted before the 27<sup>th</sup> December 2009.

RESOLVED: That, once comments had been received from all Committee Members, the application for re- accreditation of Quality Status be submitted.
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**8. Date of next meeting**

Monday 1<sup>st</sup> February 2010 at 7.30p.m. at Hartley Library.

The meeting closed at 8.30 p.m.

Signed:.....  
Chairman

Date:.....



