

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad  
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23<sup>rd</sup> October 2009

Dear Councillor

You are invited to attend a meeting of the Communications Committee to be held on Wednesday 4<sup>th</sup> November 2009 commencing at 7.30p.m. at Hartley Library.

Yours sincerely

Helen Gilder  
Assistant Clerk to the Council

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## 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 as a correct record the minutes of the meeting of the Communications Committee held on 29<sup>th</sup> July 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 23<sup>rd</sup> October 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. Quality Council Scheme

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

## 8. 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 29<sup>th</sup> July 2009
2. Financial Report dated 23<sup>rd</sup> October 2009

Committee Membership  
Cllr Abraham  
Cllr Mrs Burns  
Cllr Mr Coates

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