

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
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19th January 2010

Dear Councillor

You are invited to attend a meeting of the Communications Committee to be held on Monday 25th January 2010 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 4th November 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 19th January 2010. (Annexed).

5. Newsletter

To consider arrangements for the next edition of the newsletter.

6. Annual Report

To consider arrangements for the 2009/10 Annual Report

7. Website

- a) To consider the Parish Council's website and to agree any updates required.
- b) To consider an email dated 22nd December 2009, received from Claridge Consultancy regarding visitor statistics for the website. (Annexed)

8. Quality Parish

To receive and note a letter dated 17th December 2009 confirming that Hartley Parish Council's application for re-accreditation under the Quality Parish Scheme has met all the necessary criteria and that this is effective until 17th December 2013.

9. Members' Surgery Dates

At its meeting held on 26th January 2009, the Communications Committee agreed that it would be beneficial to residents if the dates of the Surgeries were set annually, in advance. It was recommended that *'future Surgery dates be set at the Annual Meeting of the Council, to take place bi-monthly on the Saturday following the full Council Meeting, commencing in May 2009'*.

Despite advertising Surgery dates in the Parish Council's newsletter and in local publications, the Surgeries continue to be poorly attended.

The Committee is requested to consider arrangements for future Members' Surgeries.

10. 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 4th November 2009
2. Financial Report dated 19th January 2010
3. Email dated 22nd December 2009, received from Claridge Consultancy
4. Letter dated 17th December 2009, received from KALC

Committee Membership
Cllr Abraham
Cllr Mrs Burns

Cllr Graeme
Cllr Mrs Oxtoby