

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON  
25<sup>th</sup> JANUARY 2010 AT 7.30 p.m. AT HARTLEY LIBRARY**

Present: Cllr Mr L Abraham  
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**

No apologies had been received.

**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 4<sup>th</sup> November 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 19<sup>th</sup> January 2010.

RESOLVED: That,  
the financial report indicating the net position of the Newsletter and Annual Report budget as at  
19<sup>th</sup> January 2010, be noted.

**5. Newsletter**

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

The Assistant Clerk reported that the proprietors of Ash Setting & Printing, who currently print the newsletter were retiring and that therefore it would be necessary to make alternative arrangements for the future production of the newsletter. The Committee noted that Ash Setting & Printing had confirmed that the current delivery arrangements could continue if required.

The Committee considered arrangements for the future production of the newsletter and agreed that it would be possible to produce and print the Hartley Herald in the Parish Office, but that the delivery person used by Ash Setting & Printing should be asked to continue with the current delivery arrangements.

The Committee agreed that Ash Setting & Printing had provided an excellent service to the Council and wished them well in their retirement.

RESOLVED: That,

1) the agreed articles be included in the March edition of the Parish Council's newsletter, 2) future editions of the Hartley Herald be printed in the Parish Office and 3) the delivery person used by Ash Setting & Printing be asked to continue with the current delivery arrangements.

## 6. Annual Report

The Committee noted that Ash Setting & Printing had printed the 2008/09 Annual Report and that in view of their retirement it would be necessary to make alternative arrangements for the 2009/10 Annual Report.

The Committee considered the possibility of producing and printing the Annual Report in the Parish Office. The Committee noted that the photocopier in the Parish Office, whilst being capable of printing a booklet, did not have the facility to secure the pages in the centre. The Assistant Clerk reported that Ash Setting & Printing had indicated that they had a piece of equipment that would staple along the spine of the booklet, that they may be looking to dispose of. The Committee considered the possibility of upgrading the photocopier in the Parish Office, to one that would be capable of collating and stapling the Annual Report.

The Committee agreed that the Annual Report should be produced in the same format as last year, an A5, 12 page booklet printed in black and white, with an outer cover in pale green and the remaining pages in white.

The Committee noted that that the delivery person who delivered the Annual Reports last year, was willing to deliver the 2009/10 Annual Reports, if required.

RESOLVED: That,

1) the 2009/10 Annual Report be produced in the same format as last year, an A5, 12 page booklet printed in black and white, with an outer cover in pale green and the remaining pages in white. 2) The Clerk be requested to contact Ash Setting and Printing to ask whether they would be willing to sell their stapling equipment to the Council and if so, at what cost. 3) The Clerk be requested to contact Kent County Supplies to enquire about the possibility of upgrading the current photocopier before the end of the lease period in December 2010. 4) The delivery person used by Ash Setting & Printing to deliver last year's Annual Reports, be asked to deliver the 2009/10 Annual Report.

## 7. Website

a) The Committee had inspected the Parish Council's website before the meeting and Members agreed that the Woodland Avenue Recreation Ground online consultation link should now be removed.

The Assistant Clerk reported that Dr Cramp was in the process of selecting suitable photographs to accompany the 'History' page and that once these are received, they will be added to the website.

b) The Committee considered an email dated 22<sup>nd</sup> December 2009, received from Claridge Consultancy following an enquiry by the Clerk regarding the provision of visitor statistics for the website. The Committee noted that there would be a charge for the setting up of this service, but that it would give comprehensive details of visitors to the site.

The Committee noted that a 'hit counter' had previously been added to the website but that

this had been deleted during the resolution of a technical issue. The Committee agreed that it was not necessary to obtain detailed visitor information and that the number of 'hits' would suffice.

RESOLVED: That,  
The Clerk be requested to contact Claridge Consultancy to ask whether the 'hit counter' could be re-instated.

## 7. Quality Council Scheme

The Committee considered a letter dated 17<sup>th</sup> December 2009, received from KALC, confirming that Hartley Parish Council's application for re-accreditation under the Quality Parish Scheme had met all the necessary criteria and that this is effective until 17<sup>th</sup> December 2013.

RESOLVED: That,  
the letter dated 17<sup>th</sup> December 2009, received from KALC, confirming the successful re-accreditation of Hartley Parish Council to the Quality Parish scheme, effective until 17<sup>th</sup> December 2013, be received and noted.

## 9. Members' Surgery Dates

The Committee noted that currently, Members' Surgeries took place bi-monthly on the Saturday following the full Council meeting from 10.00a.m to 12.00 noon.

The Committee noted that Surgeries continued to be poorly attended, but agreed that the Surgeries should continue on a bi-monthly basis but that the hours should be reduced.

RESOLVED: That,  
Future Surgery dates continue to be set at the Annual Meeting of the Council, to take place bi-monthly on the Saturday following the full Council meeting, but that Surgeries should be reduced by one hour commencing at 11a.m. and finishing at 12.00noon.

## 10. Date of next meeting

Monday 29<sup>th</sup> March 2010 at 7.30p.m. at Hartley Library.

The meeting closed at 8.20 p.m.

Signed:.....  
Chairman

Date:.....