

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

11th May 2010

Dear Councillor

You are invited to attend a meeting of the Communications Committee to be held on Monday 17th May 2010 commencing at 7.30p.m. at Hartley Library.

Yours sincerely

Helen Gilder
Assistant Clerk to the Council

AGENDA

Apologies for absence

To receive apologies for absence.

1. Election of Chairman

To elect a Chairman of the Communications Committee until the Annual Meeting of the Council in May 2011.

2. Election of Vice Chairman

To elect a Vice Chairman of the Communications Committee until the Annual Meeting of the Council in May 2011.

3. Declarations of Interest

To receive Members' declarations of interest.

4. Minutes

To approve the minutes of the meeting of the Communications Committee held on 25th January 2010 as a correct record. (Annexed).

5. Review Terms of Reference

To review the Terms of Reference of the Communications Committee as approved by the Council at its meeting held on 10th May 2010. (Annexed)

6. Financial Report

To receive and note a financial report indicating the net position of the Newsletter and Annual Report budget as at 11th May 2010. (Annexed).

7. Newsletter

To consider arrangements for the next edition of the newsletter.

8. Website

- a) To consider the Parish Council's website and to agree any updates required.
- b) To note that the Parish Council now receives a Weekly Traffic Summary Report, giving details of visitors to the Parish Council's website.

9. Members' Attendance Register

To consider a suggestion to implement a Members' Attendance Register, to record Members' attendance at Council and Committee meetings throughout the year.

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 25th January 2010
2. Terms of Reference of the Communications Committee as approved by the Council on 10th May 2010.
3. Financial Report indicating the net position of the Newsletter and Annual Report budget, dated 11th May 2010

Committee Membership
Cllr Abraham
Cllr Mrs Burns
Cllr Coates

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