

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON
17TH MAY 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)

Apologies for absence

There were no apologies for absence.

1. Election of Chairman of the Communications Committee

RESOLVED: That,
Cllr Mrs J Burns be elected Chairman of the Communications Committee until the Annual Meeting of the Council in May 2011.

2. Election of Vice Chairman of the Communications Committee

RESOLVED: That,
Cllr Mr R Coates be elected Vice Chairman of the Communications Committee until the Annual Meeting of the Council in May 2011.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the previous meeting

RESOLVED: That,
the minutes of the meeting of the Communications Committee held on 25th January 2010, be approved and signed as a correct record.

5. Review Terms of Reference

The Committee reviewed its Terms of Reference as approved by the Council at its Annual meeting held on 10th May 2010 and was satisfied that they required no further amendment.

RESOLVED: That,
the Terms of Reference of the Communications Committee as approved by the Council at its Annual meeting held on 10th May 2010 be noted.

6. Financial Report

The Committee considered a financial report indicating the net position of the Newsletter and Annual Report budget as at 11th May 2010.

RESOLVED: That,
1) the financial report indicating the net position of the Newsletter and Annual Report budget as at 11th May 2010, be noted.

7. Newsletter

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

The Committee noted that the distributor had been requested to deliver the Annual Report and the newsletter at the same time, to keep distribution costs to a minimum.

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

8. Website

a) The Committee had inspected the Parish Council's website before the meeting and no issues were highlighted.

The Assistant Clerk reported that the Annual Report had been added to the website.

b) The Committee noted that Claridge Consultancy had arranged for a free Weekly Traffic Summary Report to be accessible by the Parish Council, giving comprehensive details of visitors to the site.

The Committee noted that according to the report, in addition to visitors from the United Kingdom, the Parish Council's website had been accessed by visitors from Egypt, Ireland and Australia.

9. Members' Attendance Register

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

After some discussion, it was agreed, that in view of the fact that Members' attendance was recorded in the minutes of each meeting, it was not necessary to keep an additional record.

RESOLVED: That,
no further action be taken to implement a Members' Attendance Register.

10. Date of next meeting

Wednesday 19th July 2010 at 7.30p.m. at Hartley Library.

The meeting closed at 8.15p.m.

Signed:.....
Chairman

Date:.....