

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
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13th July 2010

Dear Councillor

You are invited to attend a meeting of the Communications Committee to be held on Monday 19th July 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 as a correct record the minutes of the meeting of the Communications Committee held on 17th May 2010. (Annexed)

4. Financial Report

To receive and note a financial report indicating the net position of the Newsletter and Annual Report budget as at 13th July 2010. (Annexed).

5. Newsletter

- a) To consider a suggestion to change the colour of the newsletter, using a different paper colour for each edition.
- b) To consider arrangements for the next edition of the newsletter.

6. Website

- a) To consider the Parish Council's website and to agree any updates required.

7. 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 17th May 2010
2. Financial Report dated 13th July 2010

Committee Membership
Cllr Abraham
Cllr Mrs Burns
Cllr Mr R Coates

Cllr Graeme
Cllr Mrs Oxtoby