

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad  
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26<sup>th</sup> October 2010

Dear Councillor

You are invited to attend a meeting of the Communications Committee to be held on Monday 1<sup>st</sup> November 2010 commencing at 7.30p.m. at Hartley Library.

Yours sincerely

Helen Gilder  
Assistant Clerk to the Council

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### 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 19<sup>th</sup> July 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 26<sup>th</sup> October 2010. (Annexed).

**5. Draft Budget**

To note the 2011/12 Newsletter and Annual report draft budget which has been provisionally agreed by the Finance & General Purposes Committee. (Annexed).

**6. Newsletter**

To consider arrangements for the next edition of the newsletter.

**7. Website**

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

## 8. Information Leaflets

- a) To note that a leaflet is currently being prepared giving details of a circular walk in Hartley.
- b) To consider a publication produced by Wilmington Parish Council entitled “Wilmington’s Heritage Trail” and to consider the possibility of producing a similar publication relating to Hartley. (Annexed – “Wilmington’s Heritage Trail” leaflet)

## 9. 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 19<sup>th</sup> July 2010
2. Financial Report dated 26<sup>th</sup> October 2010
3. Draft Budget 2011/12
4. Wilmington’s Heritage Trail publication

Committee Membership  
Cllr Abraham  
Cllr Mrs Burns  
Cllr Mr R Coates

Cllr Graeme  
Cllr Mrs Oxtoby