

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON  
1<sup>st</sup> NOVEMBER 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 (Arrived at 7.40p.m.)  
Cllr Mrs A Oxtoby

In attendance: Mrs Gilder (Assistant Clerk)

**1. Apologies**

There were no apologies for absence.

**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 19<sup>th</sup> July 2010,  
be approved and signed 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 26<sup>th</sup> October 2010.

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

**5. Draft Budget**

The Committee noted that the 2011/12 Newsletter and Annual Report draft budget had been provisionally agreed by the Finance & General Purposes Committee.

The Committee noted that the budget had been reduced by £1000.00 from 2010/11, due to the fact that the newsletter and Annual Report are now printed and published in the Parish Office.

The Committee discussed the distribution arrangements for the newsletter and Annual Report and agreed that whilst happy with the current arrangements, it would be beneficial to obtain a quotation from an alternative delivery person, as a back up if the current delivery person was unable to meet the Council's delivery dates due to reasons of sickness, holidays etc.

RESOLVED: That,  
a) the 2011/12 Newsletter and Annual Report draft budget, be noted and  
b) an alternative quotation be sought for the distribution of the quarterly newsletter and Annual Report.

## 6. Newsletter

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

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

## 7. Website

The Committee noted that the selection of photographs to accompany the History page were still awaited from Dr Cramp.

The Committee agreed that the home page be updated with a selection of seasonal photographs.

RESOLVED: That,  
a) The Assistant Clerk be requested to contact Dr Cramp to obtain photographs to accompany the History page and,  
b) The home page of the website be updated as discussed.

## 8. Information Leaflets

a) The Committee noted that a leaflet is currently being prepared giving details of a circular walk in Hartley.

b) The Committee had been requested 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.

The Committee agreed that a "Hartley Heritage Trail" leaflet should be produced.

RESOLVED: That,  
the Assistant Clerk be requested to consult with Dr Cramp and the local Footpath Group to progress the production of a "Hartley Heritage Trail" publication.

## 9. Date of next meeting

Monday 31<sup>st</sup> January 2011 at 7.30p.m. at Hartley Library.

The meeting closed at 8.16 p.m.

Signed:.....  
Chairman

Date:.....

