

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON  
31<sup>st</sup> JANUARY 2011 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

In attendance: Mrs Gilder (Assistant Clerk)  
Cllr Mr B Ramsay

**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 1<sup>st</sup> November 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 25<sup>th</sup> January 2011.

RESOLVED: That,  
the financial report indicating the net position of the Newsletter and Annual Report budget as at  
25<sup>th</sup> January 2011, be noted.

**5. Newsletter**

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

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

b) The Committee considered a quotation from the current distributor of the Parish Council's newsletter. The Committee agreed that they were satisfied with the current delivery arrangements.

RESOLVED: That,  
the quotation received from Mr T Bowles, for the sum of £76.87 for the delivery of the Parish Council's quarterly newsletter, be accepted.

c) It was reported that at the last PACT meeting it was brought to the Council's attention that residents of the Sheltered Housing Accommodation at Wellfield have not been receiving the

Hartley Herald due to the fact that it is only possible to access residents' letter boxes at certain times of the day and this does not coincide with when the Parish Council's delivery person delivers. To resolve this issue, it has been suggested that a number of copies of the Hartley Herald are taken to the Wellfield Community Lounge for residents to collect.

RESOLVED: That,  
the report be noted and that arrangements be made for copies of the Hartley Herald to be made available at the Wellfield Community Lounge.

## 6. Annual Report

a) The Committee agreed that the Annual Report should be produced in the same format as last year, an A5, booklet printed in black and white with an outer cover of pale green and the remaining pages in white.

It was suggested that a list of property etc. that the Council has responsibility for, be listed on the last page of the Annual Report.

RESOLVED: That,  
1) the 2010/11 Annual Report be produced in the same format as last year, an A5 booklet printed in black and white with an outer cover of pale green and the remaining pages in white.  
2) a list of property etc. that the Council has responsibility for, be listed on the last page of the Annual Report.

b) The Committee considered a quotation from the current distributor of the Parish Council's Annual Report. The Committee agreed that they were satisfied with the current delivery arrangements.

RESOLVED: That,  
the quotation received from Mr T Bowles, for the sum of £ 150.42, for the delivery of the 2010/11 Annual Report, be accepted.

## 7. Website

a) The Committee considered a suggestion from a resident to set up a web page where members of the public could make and respond to enquiries about the history of Hartley.

Members agreed that the Council did not have the resources to regulate such a forum at the current time.

RESOLVED: That,  
the suggestion from a resident to set up a web page where members of the public could make and respond to enquiries about the history of Hartley, be declined.

b) The Committee considered a request for a link to be provided from the Parish Council's website, to a counselling directory.

Members felt that details of this type of service were readily available on the District and County Council websites and therefore it was not necessary to provide a link from the Parish Council's site.

RESOLVED: That,  
the request for a link to be provided from the Parish Council's website, to a counselling directory, be declined.

c) The Committee suggested a number of updates to the Parish Council's website.

RESOLVED: That,  
the Assistant Clerk be requested to update the website as discussed.

### 8. Information Leaflets

a) The Committee had been requested to review the Parish Council's information leaflets.

It was suggested that reference to the Burial Ground rules and regulations be made in the Burial Grounds & Gardens of Remembrance leaflet and that the leaflet entitled How to ask a question at Council and Committee meetings, be renamed Speaking at a Council or Committee and that the information contained in the leaflet be amended in line with the Parish Council's Standing Orders.

RESOLVED: That,  
the Assistant Clerk be requested to amend the Parish Council's information leaflets, as discussed.

b) The Assistant Clerk reported that discussions had taken place with Dr Cramp over the production of a Hartley Heritage Trail and that it was currently in the draft stages. It is hoped that a draft leaflet will be available for consideration by the Committee at its next meeting.

RESOLVED: That,  
the report be noted.

### 9. Date of next meeting

To be confirmed.

The meeting closed at 8.20p.m.

Signed:.....  
Chairman

Date:.....