

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
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25th January 2011

Dear Councillor

You are invited to attend a meeting of the Communications Committee to be held on Monday 31st January 2011 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 1st November 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 25th January 2011. (Annexed).

5. Newsletter

a) To consider arrangements for the next edition of the newsletter.

b) To consider any quotations received for the delivery of the newsletter during 2011/12

c) To note 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.

6. Annual Report

- a) To consider arrangements for the 2010/11 Annual Report.
- b) To consider any quotations received for the delivery of the 2010/11 Annual Report.

7. Website

- a) To consider a suggestion from a resident to set up a web page where members of the public can make and respond to enquiries about the history of Hartley.
- b) To consider a request for a link to be provided from the Parish Council's website to a counselling directory.
- c) To consider the Parish Council's website and to agree any updates required.

8. Information Leaflets

- a) To review the Parish Council's information leaflets. (Annexed).
- b) To receive an update on the production of a 'Hartley 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 1st November 2010
2. Financial Report dated 25th January 2011
3. Information leaflets

Committee Membership
Cllr Abraham
Cllr Mrs Burns
Cllr Mr R Coates

Cllr Graeme
Cllr Mrs Oxtoby