

MINUTES

Title: Information and Publicity Subcommittee
Date: Wednesday 23 February 2005
Time: 8.30 am
Venue: Downstairs Meeting Room
Present: Crs E E Henry (Chair), P K O'Shea, R G Kempthorne

In Attendance: Corporate Services Manager (D G Ward), Environmental Education Officer (S Baxter), Publicity Officers (M Raffills, A Langley), Corporate/Engineering Administrator (V M Gribble)

1 Receipt of Minutes – 26 January 2005

Moved Crs O'Shea/Kempthorne
FN05/02/13

**That the minutes of the Information and Publicity Subcommittee meeting held on 26 January 2005 be received.
Carried**

2 Chairperson's Report

2.1 Tapawera A & P Show

Cr Henry suggested the Subcommittee review its participation in future Tapawera A & P Shows and considered that perhaps a smaller display be used because of the number of people attending that particular show.

2.2 Style Book

Cr Henry advised that she had contacted the Human Resources Manager about issuing the Style Book to new employees and it had been suggested that it be given to new employees after a couple of weeks.

Cr Henry undertook to speak to the Corporate Services Manager about this matter.

2.3 Budget Requirements

The Information and Publicity budget for 2005/2006 is proposed to be \$251,000, the same as for the current financial year. Details of proposed expenditure breakdown will be presented at the March Sub Committee meeting.

Moved Crs O'Shea/Kempthorne
FN05/02/14

**That the Chairperson's report be received.
Carried**

3 Financial Report to 31 January 2005

A financial report to 31 January 2005 was included in the agenda.

Moved Crs Kempthorne/O'Shea
FN05/02/15

**That the Financial Report to 31 January 2005 be received.
Carried**

4 Review of Draft Newsline - The Mag 111

The Subcommittee reviewed draft Newsline - The Mag 111 which will be distributed to households during the week commencing 7 March 2005.

5 Content for Newsline 112

- Youth Issues – (Mike Tasman-Jones)
- Smart Living follow up
- River Care and Care of Stopbanks – Philip Drummond
- Air Quality Requirements
- RMPC – briefs – D Bush-King
- Port Tarkohe marina opening

6 Workshop Review

Mr Ward and Mr Raffills are currently preparing a new draft of the strategy following the recent workshop. They will represent the strategy in conjunction with the 2005/2006 budget at the March 2005 meeting of the Subcommittee.

7 Publicity Officer's Report

Mr Raffills advised that the website project is underway and will be launched in May 2005.

8 Richmond Signage

Cara Morell was in attendance for discussion on this issue. Cara advised that she had spoken with Steve Elkington about the placement for the sign at Champion Road corner and it will be in approximately the same place as the previous one.

Cr Henry referred to letters that had been received from both Richmond Unlimited and Keep Richmond Beautiful that were written in response to the Subcommittee decision to proceed in principle with the placement of signs at its February 2005 meeting.

Moved Crs Kempthorne/O'Shea
FN05/02/16

**That the letters from Richmond Unlimited and Keep Richmond Beautiful be received and Cr Henry and Corporate Services Manager be authorised to liaise with those organisations in relation to placement of and payment for, the signs.
Carried**

9 Our Town Motueka Signage Request

The Subcommittee considered a request from Our Town Motueka to provide assistance for enhanced signage at the entranceway to Motueka township.

The Subcommittee requested that the Corporate Services Manager invite the Co-ordinator, Our Town Motueka, to its March 2005 meeting to discuss the request further.

The meeting concluded at 9.23 am.

Date Confirmed:

Chair: