

MINUTES

TITLE: Communications Subcommittee
DATE: Wednesday 13 August 2008
TIME: 10.00 am
VENUE: Wangapeka Room, 189 Queen Street, Richmond
PRESENT: Crs E J Wilkins (Chair), J L Edgar, S J Borlase

IN ATTENDANCE: Corporate Services Manager (M W Staite), Communications Officers (M Raffills and B Dunn), Environmental Education Officer (R Francis), Executive Assistant (R Scherer), Executive Assistant (V M Gribble)

APOLOGIES

An apology for lateness was received from Cr S J Borlase.

1 RECEIPT OF MINUTES

1.1 Communications Subcommittee – 21 May 2008

Moved Crs Wilkins/Edgar
FN08/08/01

THAT the minutes of the Communications Subcommittee meeting held on 21 May 2008 containing resolutions numbered FN08/05/01 to FN08/05/05 be received.

CARRIED

2 REPORTS

2.1 Chairperson

Cr Wilkins spoke to her report contained in the agenda.

Moved Crs Wilkins/Edgar
FN08/08/02

THAT the Chairperson's report dated 6 August 2008 be received.

CARRIED

2.2 Corporate Services Manager

Mr Staite spoke to his report which was included in the agenda. He advised that Newsline delivery problems have now been resolved. Information on the NRB survey will be available in September 2008.

**Moved Crs Wilkins/Edgar
FN08/08/03**

**THAT the Corporate Services Manager's report dated 6 August 2008 be received.
CARRIED**

2.3 Conference Report – R Scherer

R Scherer was in attendance to present her report contained in the agenda. The report summarised her impressions and knowledge gained at the recent Society of Local Government Managers Communications Forum.

**Moved Crs Edgar/Wilkins
FN08/08/04**

**THAT the Communications Conference Report dated 31 July 2008 contained in the agenda be received.
CARRIED**

2.4 Communications Officer's Report

Mr Raffills presented his report contained in the agenda. He tabled a marketing plan to move existing Tasman Collection stock and will provide costings for display stands.

Cr Borlase arrived at the meeting at 10.36 am.

2.4.1 Communications Conference

The major concern expressed at the conference from attendees was the relationship communications people had with their council staff, councillors, ratepayers and local media. He was pleased with the positive working model that Tasman has.

**Moved Crs Wilkins/Borlase
FN08/08/05**

**THAT the Communication Officer's Report dated 5 August 2008 be received.
CARRIED**

2.5 Media Report and Work in Progress

B Dunn presented the report contained in the agenda.

**Moved Crs Borlase/Edgar
FN08/08/06**

**THAT the Media Report and Work in Progress dated 6 August 2008 be received.
CARRIED**

2.6 Communications Strategy

The agenda contained a report from the Corporate Services Manager which sought a review of the Communications Strategy and subject to any changes, make a recommendation to the Corporate Services Committee.

The Subcommittee reviewed and amended the strategy, as appropriate.

**Moved Crs Borlase/Edgar
FN08/08/07**

**THAT the Communications Strategy, as amended, be recommended to Corporate Services Committee for adoption.
CARRIED**

The meeting concluded at 11.10 am.

Chair:

Date: