

MINUTES

TITLE: Communications Subcommittee
DATE: Wednesday 15 July 2009
TIME: 10.30 am
VENUE: Motueka Service Centre, 7 Hickmott Place, Motueka
PRESENT: Crs E J Wilkins (Chair), S J Borlase, J L Edgar
IN ATTENDANCE: Corporate Services Manager (M W Staite), Accounting Manager (R Holden), Communications Officer (P Jennings), Executive Assistant (V M Gribble)

1 WELCOME

Cr Wilkins welcomed Communications Officer, Paul Jennings, to the meeting and he introduced himself to the Subcommittee.

2 APOLOGIES

Moved Crs Wilkins/Borlase
FN09/07/01

THAT apologies for absence from Mayor R G Kempthorne be received.
CARRIED

3 RECEIPT OF MINUTES – Communications Subcommittee 25 May 2009

Moved Crs Wilkins/Borlase
FN09/07/02

THAT the minutes of the Communications Subcommittee held on 25 May 2009, containing resolutions numbered FN09/05/11 to FN09/05/15 be received.
CARRIED

4 CHAIR'S REPORT

Cr Wilkins said the two day turnaround for Newsline draft is working well. She asked that a list of contents be distributed prior to the draft.

Cr Edgar arrived at the meeting at 10.45 am.

Discussion was held on whether Communications Subcommittee should be meeting six weekly. It was agreed six weekly meetings should continue.

5 CORPORATE SERVICES MANAGER'S REPORT

5.1 Financial Report to 30 May 2009

Mr Staite advised that the budget will be exceeded because of larger newlines and LTCCP.

5.2 Branding

Mr Staite said the process is going well and will be implemented as current stocks of stationery run out. He asked the view of Subcommittee members on the issue of library branding. He is of the opinion that there should only be the one branding to cover the whole Council.

Cr Edgar said the library also has a separate website which should be integrated into the Council website.

5.3 Website

Mr Staite said it has been decided to take the website building/maintenance back in-house and a website administrator will be appointed shortly. Work is being undertaken to make the website more user friendly.

Cr Edgar said the expectations of all website users needs to be taken into account.

5.4 Contract – Dry Crust

The current contract with Dry Crust has been rolled over to 28 February 2010.

**Moved Crs Wilkins/Edgar
FN09/07/03**

**THAT the Corporate Services Manager's report dated 3 July 2009 be received.
CARRIED**

6 COMMUNICATIONS OFFICER'S REPORT

Dry Crust staff member P Jennings was in attendance to present the Communications Officer's report which was contained in the agenda.

Cr Edgar asked if the timing of distribution of Boredom Busters could be reviewed as the last edition was not distributed until the last day of the school term which is too late for people wanting to book activities.

Cr Edgar asked that a communications workshop be held with a class of children from (say) Richmond Primary School to discuss the content of Boredom Busters.

**Moved Crs Edgar/Borlase
FN09/07/04**

**THAT the Communications Officer's Report dated 6 July 2009 be received.
CARRIED**

The meeting concluded at 11.55 am.

Chair:

Date: