

MINUTES

TITLE: Information and Publicity Subcommittee
DATE: Wednesday 16 May 2007
TIME: 8.35 am
VENUE: Heaphy Room, 189 Queen Street, Richmond
PRESENT: Cr E E Henry (Chair), Mayor J C Hurley, Crs R G Kempthorne, P K O'Shea

IN ATTENDANCE: Acting Corporate Services Manager (M W Staite), Publicity Officer (M Raffills), Administration Officer (B D Moore)

APOLOGIES

Moved Crs O'Shea/Henry
FN07/05/01

THAT apologies from D Ward and A Dunn be sustained.
CARRIED

1 RECEIPT OF MINUTES

1.1 Information and Publicity Subcommittee – 21 March 2007

Moved Crs Henry/O'Shea
FN07/05/01

THAT the minutes of the Information and Publicity Subcommittee held on 21 March 2007, containing resolutions FN07/03/02 to FN07/03/08 be received.
CARRIED

Cr Henry referred to FN07/03/08 of the minutes for that meeting, reminding Mr Staite of the requirement for a memorandum regarding renaming of this Subcommittee to Communications Subcommittee is to be forwarded to Council for consideration.

2 INFORMATION AND PUBLICITY SUBCOMMITTEE CHAIRPERSON'S REPORT

Cr Henry noted that there had been some confusion regarding publication dates for Newsline.

Mr Raffills acknowledged that situation and advised that the situation regarding Newsline publication dates has been resolved.

**Moved Crs O'Shea/Henry
FN07/05/02**

THAT the Information and Publicity Subcommittee Chairperson's verbal report be received.

CARRIED

3 PUBLICITY OFFICER'S REPORT

Cr Kempthorne arrived at the meeting at this time.

The Publicity Officer tabled a written report.

3.1 Tasman Collection

Mr Staite said it would be useful to know the costs and associated income details for the Tasman Collection booklets.

Mr Raffills said he would bring quotes to the Subcommittee meeting for further reprints of the booklets and the DVD.

3.2 Copies of the Revised Communications Strategy

Copies of the strategy were distributed by Mr Raffills and he undertook to distribute these to other Councillors and Managers.

3.3 Publication of Advertisements

The Publicity Officer reported that too many notices are still going into the Nelson Mail newspaper. He asked if a date should be set for stopping of publishing of notices in the daily paper and placing these exclusively in weekly community papers and in Newline – The Mag.

Mayor Hurley arrived at the meeting at this time and commented that there was a need for both cost efficiency and consistency with Council advertising.

**Moved Crs Kempthorne/O'Shea
FN07/05/03**

THAT all requests for advertising in the Nelson Mail newspaper be authorised by the Corporate Services Manager, pursuant to resolution FN07/03/05.

CARRIED

4 FINANCIAL REPORT

The agenda contained a report prepared by Acting Corporate Services Manager, M Staite, to inform Subcommittee members of the comparative expenditure against budget for the nine months ended 31 March 2007.

Mr Staite said that activities continue to track budget in most areas, given the contractual nature of the majority of the significant expenditure areas. Mr Staite said that a separate item for “collections” could be included in future reports.

**Moved Crs Kempthorne/O’Shea
FN07/05/04**

**THAT the Financial Report for the Information and Publicity activities for the nine months ended 31 March 2007, be received.
CARRIED**

Mayor Hurley left the meeting at 9.05 am.

5 POTENTIAL NEWSLINE STORES

Annual Plan Submissions	Motueka Streetscaping
Council contact number reminder	Mapua Seawall
Climate Change report	Waimea River Regional Park
Paton Road switchbacks	Motueka Recreation Centre
New Corporate Services Manager appointment	Grootegast Visit
Museum exhibition	Tata Beach Management Plan

The meeting concluded at 9.25 am.

Chair:

Date: