

# MINUTES

**Title:** Information and Publicity Subcommittee  
**Date:** Wednesday 23 March 2005  
**Time:** 8.30 am  
**Venue:** Meeting Room, 189 Queen Street, Richmond  
**Present:** Mayor J C Hurley, Crs E E Henry (Chair), R G Kempthorne  
**In Attendance:** Corporate Services Manager (D G Ward), Administration Officer (B D Moore), M Raffills, A Langley, Environmental Education Officers (S Baxter and C Webster)

## Apologies

Moved Crs Kempthorne/Henry  
FN05/03/01

**That apologies from Cr P K O'Shea for absence be sustained.  
Carried**

## 1 Receipt of Minutes

Cr Henry said that the reference to Tapawera A & P Show should read Murchison A & P Show.

Moved Crs Henry/Kempthorne  
FN05/03/02

**That the minutes of the meeting of the Information and Publicity Subcommittee held on 23 February 2005, as amended, be received.  
Carried**

## 2 Chairperson's Report

Cr Henry advised of a letter received from Mr M Rodwell, seeking changes to the proposed Keep Richmond Beautiful signs, so that the District logo on signs be repositioned to limit the possibility of vandalism. A letter will be sent to him recognising his interest in the signs.

## 3 Publicity Officer's Report

Mr Raffills provided a list of the jobs currently being carried out by DryCrust Communications. Mr Raffills expressed concern about the multiple re-drafts of the TRMP guidelines booklets.

In response to a question regarding media awards that Council publications may be eligible for, Ms Langley advised that DryCrust Communications would have to join the Public Relations Institute of NZ in order to enter media awards.

#### **4 Adoption of 2005 Publicity Strategy**

A draft Publicity Strategy document was contained within the agenda and the Subcommittee worked through this noting some amendments.

Moved Crs Kempthorne/Henry  
FN05/03/03

**That the 2005 Publicity Strategy, as amended, be adopted.  
Carried**

#### **5 Financial Report**

The agenda contained a copy of the operating report for eight months to 28 February 2005 and the proposed operating budget for the 2005/2006 financial year.

Mayor Hurley said that the Council's attention should be directed to the maintenance of the budget level for the previous financial year.

Moved Crs Kempthorne/Henry  
FN05/03/04

**That the financial report to 28 February 2005 and the proposed budget for the Information and Publicity Subcommittee for 2005/2006, be adopted.  
Carried**

#### **6 Signage for Entraceways to Motueka**

Our Town Motueka Co-ordinator, Ms J Taylor, attended the meeting and spoke of the signage proposed for the entranceways to Motueka. She noted the need for consents, including Transit NZ approval.

Cr Henry suggested that the assistance of Council's Roading Engineering, Mr R Ashworth, be sought.

#### **7 Newsline Issue 112 for April 2005**

The Subcommittee discussed the draft issue 112 of Newsline and proposed amendments were noted by the Publicity Officer.

#### **8 Newsline Issue 113**

It was noted that the content of Issue 113 would be mostly regarding the annual plan and the remainder comprise two pages for youth, one page for library and an article concerning air quality.

The meeting concluded at 10.15 am.

Date Confirmed:

Chair: