

MINUTES

TITLE: Information and Publicity Subcommittee
DATE: Wednesday 25 May 2005
TIME: 8.30 am
VENUE: Library Meeting Room

PRESENT: Crs E E Henry (Chair), P K O'Shea

IN ATTENDANCE: Publicity Officers (M Raffills, A Langley, A Wynn),
Corporate/Engineering Administrator (V M Gribble)

APOLOGIES

Moved Crs Henry/O'Shea
FN05/05/25

That apologies for absence from Corporate Services Manager, D G Ward and Environmental Education Officer, C Webster, be sustained.

CARRIED

1 RECEIPT OF MINUTES – 20 APRIL 2005

Moved Crs Henry/O'Shea
FN05/05/26

That the minutes of the Information and Publicity Subcommittee meeting held on 20 April 2005, containing resolutions numbered FN05/04/01 to FN05/04/04 be received.

CARRIED

2 CHAIRPERSON'S REPORT

Newsline – The Mag will be produced two-weekly from August/September 2005 and the Information and Publicity Subcommittee meeting will have to be reorganised.

Mr Raffills is to give some thought to revamping Newsline – The Mag. He said the “new look” will reflect the website design.

A workshop will be held to discuss the issues and Mr Raffills will table several preliminary designs.

Cr O'Shea suggested that other Councillors be invited to have input into the design.

Cr Henry said moving to a two-weekly edition is an opportune time to look at the way Newsline is packaged for delivery.

Cr Henry advised that she and Mr Raffills are working on the strategy.

Moved Crs O'Shea/Henry
FN05/05/27

**That the Information and Publicity Subcommittee Chairperson's report be received.
CARRIED**

3 WEBSITE UPDATE

Mr P Darlington was in attendance to demonstrate the new website design. He suggested that ratepayers/residents of the District be asked to provide their e-mail addresses and Newsline – The Mag could then be e-mailed to them. He advised that sub-sites could be put together for community groups, eg arts, culture, heritage, and environmental issues. A “soft” launch will be held at the end of May 2005 and the website will be launched properly in July 2005.

4 PUBLICITY OFFICER'S REPORT

Mr Raffills advised that Annikka Wynn will be web mistress and keep the website updated.

Tasman Collection – Walk Tasman 1 and 2 are to be amalgamated into a single document, along with Bike Tasman. Mr Raffills said he is investigating revamping A Place to Live and reissuing both that and Faces and Forces.

Work in progress is TRMP Guides, building consent forms and rural addressing brochure.

5 DRAFT NEWSLINE 114

Draft Newsline 114 was reviewed. The draft will be signed off to go to the printer on Thursday 26 May 2005 for distribution to households during week commencing 6 June 2005.

The meeting concluded at 10.00 am.

Date Confirmed:

Chair: