

MINUTES

TITLE: Information and Publicity Subcommittee
DATE: Wednesday 26 October 2005
TIME: 8.30 am
VENUE: Downstairs Meeting Room
PRESENT: Crs E E Henry (Chair), P K O'Shea, R G Kempthorne
IN ATTENDANCE: Corporate Services Manager (D G Ward), Publicity Officers (M Raffills, A Langley), Environment and Planning Education Officer (C Webster), Corporate/Engineering Administrator (V M Gribble)

1 RECEIPT OF MINUTES – 21 SEPTEMBER 2005

Moved Crs O'Shea/Henry
FN05/10/25

THAT the minutes of the meeting of the Information and Publicity Subcommittee held on 21 September 2005, containing resolutions numbered FN05/09/16 to FN05/09/19, be received.
CARRIED

2 CHAIRPERSON'S REPORT

2.1 A & P Shows

Cr Henry noted that a schedule asking for Councillors to be present in the show tents at Motueka, Richmond, Takaka and Murchison is being prepared.

2.2 Delivery of Newsline – The Mag

Cr Henry reported that people with 'No Junk Mail' on their letter boxes are not getting Newsline – The Mag.

Mr Ward advised that NZ Post have asked their posties to put Newsline – The Mag in letterboxes, regardless of whether they have no junk mail or not. In urban areas this seems to be working but some rural areas it is not.

2.3 Frequency of Meetings

Cr Henry suggested that during the trial period for two-weekly editions of Tasman Newsline – The Mag, monthly meetings of the Subcommittee are not required. She suggested having meetings in December 2005 and February 2006 instead.

Mr Raffills noted that the Subcommittee needs to look at the Publicity Strategy and address aspects other than Newsline – The Mag at their meetings.

It was decided that Tuesday would be sign off day for Newsline – The Mag in Mr Ward's office with Cr Henry and Mr Ward, with a phone call being made to either Crs O'Shea or Kempthorne.

It was decided to stay with monthly meetings in the meantime.

2.4 Financial Report

Mr Ward advised that the financial accounts will be presented on a monthly basis.

**Moved Crs Henry/Kempthorne
FN05/10/26**

**That the Chairperson's report for October 2005 be received.
CARRIED**

3 PUBLICITY OFFICER'S REPORT

3.1 Staff Brochure

Mr Raffills advised that the staff brochure advising staff of changes to advertising etc would be available for distribution shortly.

Mr Ward is to speak to the Managers about the brochure and the implementation of changes.

3.2 NRB Survey

The results of the recently undertake NRB Survey are not yet available.

3.3 Fresh FM

Mr Ward read a letter from Fresh FM who invited Council to sponsor their breakfast show and wanted to set up a studio at the Council offices.

The Subcommittee asked Mr Ward to advise Fresh FM that Council declined their offer.

3.4 Mayoral Column

Mayor Hurley would be doing a column for every second Newsline – The Mag and the other issue would have a Manager's column.

Mr Ward undertook to advise Mr Dickinson of the decision to have a manager's column in Newsline – The Mag.

4 DRAFT NEWSLINE 119

Draft Newsline 119 was reviewed and amendments made as necessary.

5 CONTENT FOR NEWSLINE 120

Avery Sportsfields
Deck's Reserve Walkway update
Equestrian Park
Collingwood Heritage Walk
Didymo
Boating safety, ski lanes
Driving tips – driveway safety
Representation Review
Waimea Fireblight
LTCCP (15 December 2005 issue)
District Revaluations (December 2005 issue)

The meeting concluded at 9.45 am.

Chair:

Date: