

MINUTES

TITLE: Communications Subcommittee
DATE: Tuesday 6 July 2010
TIME: 10.00 am
VENUE: Council Chamber, 189 Queen Street, Richmond.

PRESENT: Crs E J Wilkins (Chair), S J Borlase, J L Edgar

IN ATTENDANCE: Strategic Development Manager (S Edwards),
Communications Adviser (C Choat), (Dry Crust
Communications (M Raffills, P Jennings), Executive
Assistant (V M Gribble)

APOLOGIES

Moved Crs Wilkins/Edgar
FN10-07-01

THAT apologies for absence from Cr S J Borlase be received.
CARRIED

1 CHAIR'S REPORT

The Chair presented her verbal report.

Discussion was held on the Community Awards and where and when they were advertised. The timing of these awards clashes with the Trustpower Community Awards which seemed to cause confusion.

Concern had been raised about the Mapua Structure Plan consultation time not being long enough for people to get submissions in.

2 COMMUNICATION ADVISER'S REPORT

Communications Adviser, C Choat, spoke to his report contained in the agenda. He tabled a proposed Communications Programme for 2010.

One of the items in the programme is a review of Newslines. The Subcommittee noted that when reviewing Newslines the broad range of targeted audiences needs to be kept in mind, and also wards not well represented with community associations. As part of the review other groups, eg Motueka Recreation Centre, Moutere Hills Complex, Murchison Sport Complex, Positive Ageing Forum also need to be consulted. The role of community newsletters and Council support of them should also be reviewed for consistency.

Mr Choat undertook to bring a report to the Subcommittee on the community groups and newsletters that get grants from Council.

Promotion of facilities such as Moutere Hills on the Council website with information that is current is considered important. There is a need also to provide information on the website on each of the major settlements within the District, so that visitors can find information on what to do in those areas. This could be done by links to other websites.

**Moved Crs Wilkins/Edgar
FN10-07-02**

**THAT the Communications Adviser's Report – July 2010 – RFN10-07-01 be received.
CARRIED**

3 MEDIA REPORT

Mr Choat spoke to the Media Report contained in the agenda. The Subcommittee discussed the report.

**Moved Crs Edgar/Wilkins
FN10-07-03**

**THAT the Media Report – RFN10-07-02 be received.
CARRIED**

4 FINANCIAL REPORT

Mr Choat tabled a financial report for period ending 31 May 2010.

**Moved Crs Wilkins/Edgar
FN10-07-04**

**THAT the Communications financial report for the period ending 31 May 2010 – Report RFN10-07-03, be received.
CARRIED**

The meeting concluded at 10.50 am.

Date Confirmed:

Chair: