

MINUTES

TITLE: Communications Subcommittee
DATE: Tuesday 29 March 2011
TIME: 9.30 am
VENUE: Motueka Office, Tasman District Council, 7 Hickmott Place, Motueka

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

IN ATTENDANCE: Strategic Development Manager (S Edwards), Communications Advisor (C Choat), Online Communications Officer (T Easton), DryCrust Communications (P Jennings), Executive Assistant (V M Gribble)

APOLOGIES

Moved Crs Edgar/Wilkins
FN11-03-01

**THAT apologies from Crs Z S Mirfin and M L Bouillir for absence be sustained.
CARRIED**

1 RECEIPT OF MINUTES

1.1 Communications Subcommittee – 25 January 2011

Moved Crs Edgar/Wilkins
FN11-03-02

**THAT the minutes of the Communications Subcommittee meeting held on 25 January 2011 containing resolutions FN11-01-01 to FN11-01-05 be received.
CARRIED**

2 CHAIR'S REPORT

Cr Wilkins gave a verbal report and asked for a report on the A&P shows to be presented to the next meeting. She asked that vegetation overhanging footpaths be addressed in the next Newline.

Cr Edgar spoke about communication "surprises", eg Jacketts Island, Richmond CBD consultation process and the NZ Transport Agency road works at Three Brothers Corner. She asked that Councillors be kept informed, preferably before it goes public.

**Moved Crs Wilkins/Edgar
FN11-03-03**

**THAT the Chair's report be received by the Communications Subcommittee.
CARRIED**

3 COMMUNICATIONS ACTIVITY REPORT

Mr Choat spoke to the Communications Activity Report which informed the Communications Subcommittee of the activities undertaken during January and February 2011.

It was suggested that Accessibility For All (A4A) feedback from S Downs be included in Mudcakes and Roses.

Discussion was held on reports from the Environmental Education Officer that are fed back to Council. S Edwards undertook to ensure reporting is given through Environment and Planning Committee.

It was requested that copies of the Nelson Weekly and Nelson Marlborough Farming be provided to Councillors.

The Nelson City Council website was given as a good example for advertising current community consultation online.

T Easton said when Council was talking to the public about the new website there was little information available on online consultation.

It was suggested that community boards, community associations and other groups' information be rotated in Newslines.

**Moved Crs Edgar/Wilkins
FN11-03-04**

**THAT the Communications Activity Report – RFN11-03-01 be received by the
Communications Subcommittee.
CARRIED**

4 FINANCIAL REPORT

Discussion was held on the financial report which was contained within the agenda. Mr Choat said the "general publicity" code has been investigated to see what was included under that code and costs will be assigned to specific jobs in future, where possible.

**Moved Crs Wilkins/Edgar
FN11-03-05**

**THAT the Financial Report be received by the Communications Subcommittee.
CARRIED**

The meeting concluded at 10.28 am.

Date Confirmed:

Chair:

CONFIRMED MINUTES