

Holme Valley Parish Council

To all Members of the Publications & Communications Committee

You are hereby summoned to attend a meeting of the **Publications & Communications Committee** to be held on **Monday, 3rd June 2019** at HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS at **7.00 PM** for the transaction of the following business -

- AGENDA -

Please note that timings on the agenda are given for guidance of the Chairman and the Council only and should not be taken as the time at which discussion of a particular item will commence.

- 1 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 7.00 pm**
As Local (Parish and Town) Council meetings can now be recorded, the Chairman to check if any members of the public wish to record the meeting, to ensure reasonable facilities can be provided.
- 2 Public Open Session 7.01 pm**
At the commencement of the meeting, there will be an open session, lasting 15 minutes, for members of the public to address Members of the Committee. Any information relating to items on the agenda will be considered as part of the agenda item. Issues/concerns/information not related to any item on the agenda will be considered at a later date or referred to the appropriate body.
- 3 To accept apologies for absence 7.16 pm**
- 4 To receive Members' Personal and Disclosable Pecuniary Interests (DPIs) on items on the agenda 7.17 pm**
- 5 To consider written requests for new DPI dispensations 7.18 pm**
- 6 To consider whether items on the agenda should be discussed in private session 7.19 pm**
- 7 To confirm the Minutes of the Previous Meeting 7.20 pm**
- held on 12 February 2019, numbered 1819 53 – 1819 65 inclusive – previously distributed
- 8 To Elect a Vice Chairman 7.25pm**
- 9 To review policies; Media policy and others 7.30pm**
- 10 Community Engagement 7.40 pm**
(1) Community Building Plaque – Clerk to report on progress re status of Listed Building Consent
(2) Tidy trader Award_ - update from the Chairman
(3) Community Champions – update from the Chairman

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- 11 Monthly Column in Holme Valley Review** **7.50 pm**
(1) To receive report on production of articles in recent monthly columns- March to May 2019
(2) To note deadlines for future columns and to consider topics and photographs for inclusion – Chairman to report
(3) To consider annual report in Holme Valley Review – Chairman’s report attached. Clerk to update on progress of reports from other committees. Consider likely date of publication.
- 12 Press & Social Media Communications** **8.00 pm**
(1) To note recent press statements issued and featured (if any) – Chairman to report
(2) To consider any newsworthy articles to issue to the press and on social media – Chairman to report
(3) To Consider the use of Facebook and other Social Media- Chairman to report
(4) To consider guidance on impact of national periods of mourning on local events – Locum Clerk to update.
(5) To consider any forthcoming events this year that warrant the committee’s attention.
- 11 Recording of Meetings** **8.20 pm**
- To consider options for the recording of Council and Committee meetings – Chairman to report
- 12 Website** **8.25 pm**
- To note recent updates to website and to agree any changes to website content (e.g. text, photographs, links to social media and external organisations) – Chairman to report
- 13 Freedom of Information Act 2000 – to agree what information will be made available to the public** **8.35 pm**
- To determine availability, or not, of supporting papers – under Council’s Publication Scheme

Liz Bennett

Elizabeth Bennett
Trainee Clerk to the Council

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