

# Holme Valley Parish Council

## MINUTES OF THE PUBLICATIONS & COMMUNICATIONS COMMITTEE HELD ON MONDAY, 12 FEBRUARY 2018

Those present:

Chairman: Cllr R Hogley

Members: Cllrs DK Bellamy, J Brook and E Bunbury

Officer: Mrs S S Barber

### **1718 54 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014**

As Local (Parish and Town) Council meetings can now be recorded, the Chairman checked if anyone wished to record the meeting, to ensure reasonable facilities could be provided. No members of the public or press were present. The Clerk recorded the meeting (for Minute purposes only), but the recording would be deleted once draft Minutes had been ratified.

### **1718 55 Public Open Session**

No members of the public or press were present.

### **1718 56 To accept apologies for absence**

Apologies for absence were accepted from Cllr K Bellamy.

### **1718 57 To receive Members' Personal and Disclosable Pecuniary Interests (DPIs) on items on the agenda**

None received.

### **1718 58 To consider written requests for new DPI dispensations**

None received.

### **1718 59 To consider whether items on the agenda should be discussed in private session**

It was agreed that no items required to be taken in private session.

### **1718 60 To confirm the Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the Publications & Communications Committee Meeting held on 13 November 2018, numbered 1718 38 to 1718 53 inclusive, be confirmed.

### **1718 61 Community Engagement**

(1) Survey Software: The Clerk reported that the survey software subscription had now been cancelled, but could be restarted at any time, subject to payment by credit/debit card. It was noted that there was no means of paying by invoice or direct debit.

RESOLVED: That the above be noted.

(2) 100<sup>th</sup> Anniversary of Women's Vote: The Chairman of the Committee reported on her proposal for a project to celebrate the Centenary of women starting to get the vote. The aim would be to engage with as many community groups in the Valley as possible, for them to act as collection points within their own group. The Council could publicise photo-shoot

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drop-in sessions to have photos taken or have an old photo scanned, and a link could be set up in Dropbox link, to collect all the digital photographs (ideally 1,000 minimum) by, say the end of May 2018, although no date would be set at this stage.

RESOLVED: That the project development be approved as proposed and opportunities given to those people without a digital camera to contact the Clerk to come in and have photo taken or an old photo scanned.

(3) 100<sup>th</sup> Anniversary of end of World War One:

(i) 'Battle's Over' beacon events – 11 November 2018: The Chairman of the Committee updated Members on the arrangements for the Council's beacon event planned for Holme Moss and noted that Yorkshire Water had approved the proposal in principle.

RESOLVED: (a) That the cost of gas and refreshments (tea and cakes) in the region of £200, plus £50 for additional event insurance cover, be approved.

(b) That it be noted that the Friends of Cliff Rec were awaiting authorisation from Kirklees Council, who owned the site, for the other beacon event in the Valley.

(ii) Proposed ringing of church bells in the Valley: Members noted that details had been circulated to the Anglican churches in the Valley, as they generally had church bells.

RESOLVED: That the above be noted.

(iii) Special event, competition or dinner: Members were reminded that £1,500 was proposed to be included in the Budget 2018-19 and a number of suggestions had been put forward so far, including the proposal from Cllr T Bellamy to hold a War Weekend event similar to those held previously; the Council had agreed in principle, four years ago, to support such an annual event over the four year period from 2014-2018. However, as an alternative, Cllrs E Bunbury suggested a Vintage Dinner, to be held in September 2018 and offered to organise it, with assistance from Cllr J Brook.

RESOLVED: (a) That 10 x £100 grants be made available for community events; the Clerk to be authorised to produce a basic grant request form for community groups to apply, with a deadline for applications of 30 September 2018; the Committee to decide which applications to be awarded funding, if there are more than 10 applications.

(b) That the balance of the Budget 2018-19 (i.e. £500) be used to fund a Vintage Dinner or other Council event, with tickets to be sold, and a raffle; the Clerk to check availability of Holmfirth Civic Hall for the dinner to be held on 5 September 2018 or thereabouts.

(c) That Cllr R Hogley would prepare an article for inclusion in the Holme Valley Review column, the Council's website and social media.

(4) Initiative to become a Dementia-friendly Council: The Council had already agreed to support the initiative in principle, to help develop a better understanding of dementia and turn it into action to help people in the Valley living with the disease. However, as the initiative had been instigated by the Chairman, Cllr JG Cropper, and he was not present at this meeting, it was

RESOLVED: That the matter be deferred to the next meeting.

## 1718 62 Community Champions

New Nominations - Minute No. 1718 47(2) refers: The Clerk reported that no further details of the nominations had been put forward, since the previous meeting.

RESOLVED: That consideration of the new nominations be deferred to the next meeting.

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## 1718 63 Monthly Column in Holme Valley Review

(1) Past monthly columns: The Clerk reported on the production of articles in the December 2017 and January 2018 dedicated columns. The December 2017 edition included a statutory Notice of Election of a Parish Councillor for the Wooldale Ward, an article about the securing of permission to develop the public toilets into a more sustainable asset and a request for views on how we can make the Parish Council dementia-friendly. The January 2018 edition included an announcement of the death of Cllr Peter Searby (Honley Central & East Ward), two 'Tidy Traders' awarded Gold, and the election (which was to be held on 18 January 2018) of a new councillor for the Wooldale Ward.

Members also noted a response from the publisher of the Holme Valley Review, following the Clerk's query regarding conflicting articles.

RESOLVED: That the Clerk's report and the publisher's comment regarding the conflicting articles be noted.

(2) Future monthly columns: Members noted the next column deadline would probably be early March 2018.

RESOLVED: (a) That, depending on the availability of articles and deadlines for the Casual Vacancy (Honley Central & East Ward), potential topics would include:

- February column
  - Annual Parish Meeting (26 March 2018)
  - Update on Casual Vacancy – Honley C & E Ward
  - Libraries consultation (if space allows and if not already featured elsewhere in Holme Valley Review)
  - Christmas Provision (Trees/Lights) 2017 (if space allows)
  - Budget/Precept 2018-19 (short article, but more comprehensive report by Clerk/RFO to be included in Annual Report 2017-18)
- March column
  - New Councillor, Wooldale Ward (Cllr P Davies)
  - Update on Casual Vacancy – Honley C & E Ward
  - Update on Neighbourhood Plan
  - WW1 commemorative events – community grant application form
- April column - theme to be 'how we spend your money', including grant funding awarded in 2017-18 and funding to support Holmfirth Civic Hall (first anniversary on 31 March 2018).
- Adoption of K6 phone box, Netherthong – April/May column (weather dependent)
- Update on becoming a dementia-friendly Council – defer until project progressed

(b) That as well as the usual email reminders to all Committee Chairmen, a further reminder should be given at the full Council meeting on 26 March 2018 re the need to submit Committee reports for the Annual Report, to the Clerk by the end of May 2018 (latest); the Clerk's report in the Annual Report would summarise the key points of the Budget and the stand-still Precept 2018-19.

## 1718 64 Press Communications

RESOLVED: That this item be taken next, in priority order.

Members noted recent press statements issued and considered any newsworthy articles. It was noted that the press statement issued on the World War I commemorative bench blessing had appeared in the December 2017 edition of the Holme Valley Review.

RESOLVED: That the above be noted.

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## 1718 65 Media Policies & Procedures

(1) Editorial Guidelines - Newsletter and Website: A copy of the Editorial Guidelines, previously reviewed and re-adopted on 20 May 2013, had been distributed and were still felt to be relevant.

RESOLVED: That a number of minor revisions to the Editorial Guidelines be authorised, prior to the Guidelines being formally approved/adopted at the Annual Council Meeting in May 2018.

(2) Media Policy: Members reviewed this policy and agreed that no changes were necessary.

RESOLVED: That the above be noted.

(3) Social Media Policy - Council Minute No. 1718 86 refers: Members considered a draft of this new policy, specifically relating to the use of social media. A number of updates were proposed.

RESOLVED: That the Social Media Policy be updated as agreed, for submission to the full Council for approval and adoption.

(4) Members considered a plan of action in the case of a death in service (Finance & Management Committee Minute No. 1718 70(4) refers). It was agreed that Members, Electoral Services and the electorate needed to be notified of the death of a councillor as soon as possible, but actions necessary to fill any vacancy must be taken in a timely and appropriate manner, following any advice from Electoral Services.

RESOLVED: That the Clerk be authorised to put forward draft text and procedures, in case a future death in service occurs.

## 1718 66 Social Media

(1) Facebook: The Chairman of the Committee reported on the review/use of Facebook, including an update on recent articles featured, content of future articles and links to external authorities and organisations.

RESOLVED: (i) That it be noted that recent articles had been featured on the following: Casual Vacancy – Wooldale results; Cllr PD Searby's death (December 2017); Tidy Trader Awards; becoming a dementia-friendly Council; Public Conveniences planning permission. (ii) That articles published on Social Media should be consistent with what is published on the Council's website (and vice versa) and all articles should be shared on Social Media with Holmfirth Community Group to spread the word.

(2) Twitter (@HolmeValleyPC): Members discussed opening a Twitter account and Cllr E Bunbury reported that the 150 character limit had now been lifted (to 400 characters).

RESOLVED: (i) That the Clerk be authorised to open a Twitter account, for the Council to test out over a 6 months' trial period. The Clerk to be assisted by Cllrs D K Bellamy and E Bunbury as administrators.

(ii) That, initially, the account should just be used to re-tweet what is already published on Facebook, but anything tweeted in future must be Parish Council related.

(iii) That the use of Twitter be reviewed after 3 months.

## 1718 67 Website

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The Clerk (as Webmaster) reported on recent communications with the current hosting provider and the proposed new hosting provider, to transfer the hosting over as soon as possible.

RESOLVED: That the Clerk be given delegated authority to progress the transfer as soon as possible.

**1718 68 Freedom of Information Act 2000 – to agree what information will be made available to the public**

RESOLVED: That, under the Council's Publication Scheme, supporting papers for any item within the public session of the meeting be made available, if requested, after confirmation of the Minutes.

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Chairman