

# Holme Valley Parish Council

## MINUTES OF THE PUBLICATIONS & COMMUNICATIONS COMMITTEE HELD ON MONDAY, 4 JUNE 2018

Those present:

Chairman: Cllr R Hogley

Members: Cllrs DK Bellamy, K Bellamy, J Brook, JG Cropper and R Young

Officer: Mrs S S Barber

### **1819 01 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.

### **1819 02 Public Open Session**

No members of the public or press were present.

### **1819 03 To accept apologies for absence**

Apologies for absence were accepted from Cllr E Bunbury.

### **1819 04 To receive Members' Personal and Disclosable Pecuniary Interests (DPIs) on items on the agenda**

None received.

### **1819 05 To consider written requests for new DPI dispensations**

None received.

### **1819 06 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.

### **1819 07 To confirm the Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the Publications & Communications Committee Meeting held on 12 February 2018, numbered 1718 54 to 1718 68 inclusive, be confirmed.

### **1819 08 Community Engagement**

(1) Centenary of Women's Suffrage: The Chairman of the Committee reported on the project to commemorate the Centenary, with 350 images provided for the mosaic so far. The appointed artist was now working on the images, for the definitive mosaic to be completed later in the year. A suggestion had been made that the mosaic should then be installed in Honley.

RESOLVED: That the above be noted.

(2) 100<sup>th</sup> Anniversary of end of World War One:

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(i) 'Battle's Over' beacon events and ringing of church bells: The Chairman of the Committee reported on finalised arrangements for the Beacon events, one at Cliffe (arranged by the Friends Group) and the private event at Holme Moss run by the Parish Council. Ringing of bells was to be left with the churches to arrange.

RESOLVED: (a) That the Clerk be authorised to arrange insurance for the Beacon event (as an addition to the Council's existing insurance policy), for lighting of the beacon at 7pm (in line with those across the country).

(b) That a number of community group representatives and individuals be invited; the Clerk and Committee Chairman to liaise regarding addressees and content of the invitation letter (to ensure compliance with GDPR).

(c) That details of the 'Silent Soldier' silhouette campaign be noted, but no action to be taken at present.

(ii) Grants Applications for funding to commemorate the 100<sup>th</sup> Anniversary of the end of WW1: The Clerk reported that two applications had been received so far.

RESOLVED: (a) That £100 be awarded to Brass Factor to fund 10 places for veterans at the next Brass Factor event in 2018.

(b) That £100 be awarded to the Friends of Cliff Recreation Ground to contribute towards the lighting of a beacon on Cliff Rec as part of the national chain of beacons and featuring live music including the "Last Post".

(c) That, in the invitations to the Parish Council's beacon event, reference be made to the grant application scheme (still open until 30 September 2018 or until the full Budget of £1,000 has been awarded) and it to be further promoted on the Council's Facebook page as well.

(iii) Vintage Dinner (Minute No. 1718 61(3)(iii)(b) refers): Cllr E Bunbury, being one of the two lead Members, was not present at this meeting due to another commitment. Cllr J Brook, the other lead Member, had nothing to report. The Clerk confirmed that the Civic Hall had been provisionally booked, but not yet confirmed. It was agreed that, due to timescales, it could be difficult to arrange the Dinner for September now.

RESOLVED: That Cllr Bunbury should update Members by email, as to what arrangements are already in place and what else is being planned.

(3) Becoming a Dementia-friendly Council: Cllr J G Cropper reported that he was still investigating options and proposed actions through the Kirklees branch of the Dementia Action Alliance.

RESOLVED: That the above be noted.

(4) Holme Valley Archiving Project: From her other work as Locum Clerk, supporting a Sheffield-based Parish Council, she had become aware of that council's own archiving project, which had received considerable Heritage Lottery Funding. The primary aim of the archiving project was to create an on-line easily accessible collection of material (digital archive) about the history of the Civil Parish area and to display material on a dedicated archives website, hosting funded by the Council. The Council also provides office facilities and funds an archivist to work in the office a few hours per week (as the project officer), where meetings are held with local civic societies and history groups which contribute to the archives, together with local residents and other third parties/individuals.

So far, the project had involved:

- gathering material, sorted, catalogued, indexed and digitised to create the archive;
- running training courses to develop skills in all aspects of archiving; and in interviewing and recording memories;

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- supporting young and older people to enable them to interview and record residents talking about their life experiences in the local area; and
- organising family workshops, drop-in activities, exhibitions and displays to publicise the project and local history.

The Clerk suggested this might be something Holme Valley Parish Council could support, with space within the Civic Hall to be used as a permanent display area, or perhaps space hired/used within the Holmfirth Adult Education Centre.

It was accepted that the Parish Council did not have the time/resources to run the project itself, but it could support (through funding) if other community groups agreed to get involved and to run the project.

RESOLVED: That details of the proposal should be forwarded to both Civic Societies in the Valley to see if there is any interest in the proposal; if so, the idea could then be promoted on the Council's Facebook page, to garner wider support and involvement.

(5) Members' Surgeries (Council Minute No. 1718 87(1) refers): The Clerk reported that none of the other Local (Parish/Town) Councils in the district run members' surgeries and Holme Valley Parish Council had considered them an ineffective method of community engagement in the past, due to lack of attendance by members of the public.

Cllr J Brook expressed his concern that he had not been given notice or details of a members' surgery held in Wooldale recently, despite him being one of the other councillors for that ward.

RESOLVED: That the Clerk be authorised to contact those Member(s) who had arranged that surgery, to request feedback, for consideration at a future Publications & Communications Committee meeting.

## **1819 09 Community Champions**

New Nominations: Three potential names were suggested at the meeting, but no formal nominations had been received by the Clerk.

RESOLVED: That the Committee Chairman would send out an email to all Members of the Council to promote the Community Champion Awards scheme, and Members encouraged to provide further details and formal nominations for the three names put forward, for consideration at the next Committee meeting.

## **1819 10 Community Plaques**

Community Plaque - Holmfirth Civic Hall: Members considered the location of the plaque and other suggestions to celebrate the first anniversary of the asset transfer.

RESOLVED: (1) That the purchase of the plaque, as previous design but tailored wording, be approved.

(2) That, subject to permission from Holmfirth Civic Hall Community Trust, the plaque to be installed above the WW1 commemorative seat, equidistant between the Reception Room windows.

(3) That any flag flying above the Civic Hall should be left to the Community Trust to arrange.

## **1819 11 Tidy Trader Awards 2018**

Members consider arrangements for the 2018 Tidy Trader Awards, following the same

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format as used in the previous year. Members also noted the concerns of a New Mill resident who had complained about the untidy state of shop fronts and parking areas in New Mill village centre.

RESOLVED: (1) That the Committee Chairman would distribute details of the Award Scheme to all Members of the Council, for them to put forward nominations and photographs, by the deadline of 31 August 2018. The Scheme was open to all shops and businesses in the Valley to be nominated, but excluding any premises owned by Members of the Council.

(2) That the Award Scheme be publicised in the Holme Valley Review monthly column and on the website and Facebook page.

(3) That, in response to the complaint regarding New Mill, the resident be encouraged to contact their Parish Ward Councillors and promote the Tidy Trader Scheme to local shopkeepers, business and restaurant owners in that area.

## **1819 12 Monthly Column in Holme Valley Review**

(1) Past monthly columns: The Clerk reported on the production of articles in the March, April, May and June 2018 dedicated columns. There had been no problems producing any of the columns, except for a lack of space in the June edition to include more photographs.

RESOLVED: That the Clerk's report be noted.

(2) Annual Report 2017-18 – The Clerk reported that once again this has proved to be quite a challenge, due to the lack of effort put in by some Chairmen of Committees to produce their articles for the Annual Report in a timely manner. As this had been the second year running that the Editor had experienced difficulties in receiving articles on time, Members were asked to consider alternatives for editing/production of the Annual Report next year (2018-19).

RESOLVED: That this Committee should take a stronger role in getting copy, with a deadline for articles by 31 January 2019 latest; the Clerk to send an email to all Chairmen of Committees (after next week's Finance & Management Committee meeting, when that Chairman will be appointed) to forewarn them.

Cllr J Brook left the meeting at this point.

(3) Deadline and topics for future monthly columns:

RESOLVED: (i) That, depending on the availability of articles and timing of events/activities etc., potential topics would include:

(a) What the Council does (in response to a resident's queries at the recent Annual Parish Meeting)

(b) Draft Neighbourhood Plan update re consultation

(c) Casual Vacancy notices – Honley South Ward

(d) CASC article re HCHCT funding

(e) Tidy Trader Award Scheme 2018

(f) WW1 commemorative events/activities

(ii) That the Clerk be authorised to check the Holme Valley Review's deadlines for the July, August and September editions.

## **1819 13 Media Policies & Procedures**

Social Media Policy – Committee Minute No. 1718 65(3) and Council Minute No. 1718 104(3)(b) refer:

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RESOLVED: That the above item be deferred to the Publications & Communications meeting on 24 September 2018.

## 1819 14 Press & Social Media Communications

(1) Recent Press Statements: Members noted that although a statement had been issued to the Huddersfield Examiner on the Suffrage Project, nothing had been published.

(2) Forthcoming Newsworthy Articles: The Committee Chairman reported that a press release had been drafted on the forthcoming Neighbourhood Plan consultation, ready to publicise once the consultation starts.

RESOLVED: That a copy of the Neighbourhood Plan press release (and any future press releases) be sent to Radio Leeds in future, as they had recently asked for stories to cover.

(3) Contact with the Media: The Clerk reported that the editor from the Holme Valley Review had asked for his phone number and email address to be published on the Council's website.

RESOLVED: That, as the Council's website no longer included a 'links' page and the Council could not promote a commercial enterprise, it was not possible for the Review's contact details to be included anywhere on the website; the Clerk to respond to the request accordingly.

## 1819 15 Website

(1) Website Hosting - Committee Minute No. 1718 67 and Council Minute Nos. 1718 71 and 105(3) refer: The Clerk (as Webmaster) updated Members on the status of the website hosting transfer, originally planned to move to another provider, but delayed because of issues with the type of domain name (.gov.uk).

RESOLVED: (i) That the Design Mechanics be instructed to update the masthead pictures immediately, and provide a link to the Council's Facebook account.

(ii) That Cllr R Young be authorised to investigate costs and options for alternative hosting services, and to liaise with Clerk regarding any additional functionality/benefits.

(iii) That, if anyone needed help accessing information on the website, they should contact the Clerk for assistance, although a facility within Internet Explorer provided enhanced accessibility for those with disabilities.

(2) Website Updates: The Clerk (as Webmaster) reported on a number of recent updates to the website, including agendas and minutes, the Budget 2018-19, casual vacancy notices, audit notices and annual accounts (2017-18), together with details of the GDPR Privacy Notice, Neighbourhood Plan consultation process and other projects/activities (e.g. WW1 grants scheme and Women's Suffrage project).

RESOLVED: (i) That the updates already completed be noted.

(ii) That further information on the forthcoming Neighbourhood Development Plan consultation be uploaded on Thursday, as a priority.

3) Members' Section: The Clerk queried with Members as to whether it would be advantageous to Members (and the Officers) to have a password-protected page, listing all policies, procedures and accounts etc. (in logical - alphabetical or numerical - order).

RESOLVED: That no action be taken, for the time being, on a dedicated Members' section (to upload standing documents, policies and procedures) as they could all be made available through Dropbox if necessary.

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**1819 16 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