

# Holme Valley Parish Council

## MINUTES OF THE PUBLICATIONS & COMMUNICATIONS COMMITTEE HELD ON MONDAY, 24 SEPTEMBER 2018

Those present:

Chairman: Cllr R Hogley

Members: Cllrs DK Bellamy, K Bellamy, J Brook, E Bunbury and R Young

Officer: Mrs S S Barber

### **1819 17 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 (personally, for Minute purposes only), but the recording would be deleted once draft Minutes had been ratified.

### **1819 18 Public Open Session**

No members of the public or press were present.

### **1819 19 To accept apologies for absence**

Apologies for absence were accepted from Cllr JG Cropper.

### **1819 20 To receive Members' Personal and Disclosable Pecuniary Interests (DPIs) on items on the agenda**

Cllr K Bellamy declared a personal interest in Item 8(2)(ii) – Grants (Holmfirth Civic Hall Community Trust).

### **1819 21 To consider written requests for new DPI dispensations**

None received.

### **1819 22 To consider whether items on the agenda should be discussed in private session**

RESOLVED: That parts of Item 10 (Tidy Trader Awards 2018) and Item 14 (Website) be taken in private session, owing to the confidential nature of the matters to be discussed.

### **1819 23 To confirm the Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the Publications & Communications Committee Meeting held on 4 June 2018, numbered 1819 01 to 1819 16 inclusive, be confirmed.

### **1819 24 Community Engagement**

(1) Suffrage project: The Chairman of the Committee reported that the unveiling of the Parish Council's photo mosaic commemorating the centenary of women's suffrage would take place at Honley Library on Friday 5th October.

Advice had been received from Kirklees Council Planning Services that planning consent is required for installation of the Suffrage mosaic board, but the Planning Team Leader had further advised that installation/unveiling could go ahead before the necessary permission is

# Holme Valley Parish Council

granted.

RESOLVED: (a) That a planning application be submitted and the cost (£234) be approved; overall project costs were still within the original budget.

(b) That the feasibility of uploading a digital image of the mosaic to the (new) website (to be discussed later in the meeting) be investigated by the Clerk.

(c) That the Clerk be authorised to invite the mosaic designer to the next full Council meeting (15 October 2018) to address Members on the production process.

(d) That the Clerk be authorised to contact Zurich to add the above to the insurance policy and refer the cost to the Finance & Management Committee.

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

(i) 'Battle's Over' beacon event – Holme Moss:

RESOLVED: (a) That invites (draft as prepared) be sent from the Clerk next week (or this week if possible) to the list of invitees as agreed.

(b) That the Chairman of Council be asked to give the reading at the event.

(c) Cllr K Bellamy to arrange gas canister for Beacon and food (budget £210 agreed) at the Fleece Inn, Holme for up to 40 people (maximum).

(ii) Members considered the following grant applications:

(a) Holmfirth Civic Hall Community Trust – seeking £700 (total cost of flag pole) – Clerk acknowledge receipt of application and queried amount requested but Manager responded that HCHCT appreciated there were limits to funding, but they weren't sure of the extent to which the grant had been taken up and whether there may be the opportunity for consideration regardless. HCHCT are of the view that due to the location of the Civic Hall and prominence of the building in the town, there is significant benefit for both the Trust and the Parish Council to capitalise on the use of the flag pole for the commemoration and for the longer term.

RESOLVED: That £400 be approved subject to the Trust being granted planning permission beforehand if necessary. The Clerk to advise the Manager that other funds could be available through the Community Asset Support Committee or Finance & Management Committee.

(b) Friends of Cliff Rec – seeking further funding (already had £100) but now looking for funding to cover first aiders (£400) for their Beacon event.

RESOLVED: That a further £400 be approved, to cover the cost of first aid, on condition that an associated receipt be forwarded to the Clerk after the event.

A few days after this meeting, FoCR reported that they had now been successful in their bid for funding from the Lottery. They confirmed that they wished to withdraw this grant application. The Clerk to report accordingly to full Council (in the absence of another Publications & Communications Committee meeting before 12 November 2018).

(iii) 'Vintage Dinner': Members noted that this would now be in the form of an Afternoon Tea, for up to 100 people, to be held on 22 December 2018.

RESOLVED: That Cllr E Bunbury would send out further details to all Members of the Council and liaise with Cllr J Brook on the rest of the arrangements.

(3) Becoming a Dementia-friendly Council: The Clerk reported on events taking place in Kirkburton on Friday, 28 September hosted by Age UK and Members considered any further

# Holme Valley Parish Council

actions required on the Council becoming Dementia-friendly.

RESOLVED: That Cllr E Bunbury be authorised to attend and report back to a future Committee meeting.

(4) Local Democracy Week – 15 to 21 October 2018: Local Democracy Week is a way of helping people to be more aware of, and more involved with, the issues that matter to them in their own community. Parish Councils play an important role in local democracy, both in terms of community empowerment and engagement, and the delivery of local services. Kirklees Council is celebrating through October (not just the national ‘week’) with several events planned (as detailed on the Kirklees Council website).

RESOLVED: That, due to limited time and resources, the Council could not be involved in this year’s events, but the Clerk to add an appropriate item to the agenda of the first Committee meeting of the next Civic Year.

(5) Proposed Holmfirth Motorsports Show 2019: Members considered correspondence dated 24 August 2018 from Two Peaks Motor Club regarding this event, to be held in August/September 2019. The Clerk had acknowledged the correspondence, advised on grant funding available through the Finance & Management Committee and the opportunity to address Members during the public open session before a meeting.

RESOLVED: That the above be noted, but the ball was now in their court to come to a meeting and address Members on any specific support they require, if other than financial.

(6) HCHCT Christmas Fair/Open Day – Saturday, 24 November 2018: Members noted correspondence dated 6 August 2018 regarding a Christmas Fair to be hosted by HCHCT, paired with an Open Day. HCHCT have invited all user groups to be involved.

RESOLVED: That, due to limited time and resources, the Council could not be involved in this year’s events, but the Clerk to add an appropriate item to the agenda of the first Committee meeting of the next Civic Year, if the events are to be repeated at Christmas 2019.

## **1819 25 Community Champions**

Members considered five nominations:

(1) Rowan Denton, nominated by Cllr Rachel Hogley for painting/restoring milestones in the Holme Valley.

(2) Honley Graveyard Clean-Up Group, nominated by Cllr Charles Greaves for putting in hundreds of hours in tidying up the graveyard and getting it back into a decent state.

(3) Richard Ford, nominated by Cllrs K Bellamy and T Walshaw for his drive and determination in setting up the “Square Pegs” community group, reaching out to those who are lonely, whose social interactions and outings are hampered by either a physical or learning disability, mental illness or anxiety, and to those who simply feel they do not ‘fit in’ to other social activities being offered locally.

(4) Michael Henderson, nominated by Cllr J Brook for litter picking and maintenance of planters in Hade Edge.

(5) Hugh Allen, nominated by Cllr E Bunbury for litter picking and waste recycling around Thongsbridge.

RESOLVED: (a) That all five nominations and the cost of purchasing the associated trophies be approved.

(b) That the Chairman be asked to present all the trophies at the beginning of the full Council meeting on 17 December 2018.

# Holme Valley Parish Council

(c) That the Clerk be authorised to make the necessary arrangements.

## **1819 26 Exclusion of Public and Press**

RESOLVED: That the business of the Council now to be transacted be not open to the public or press on the grounds that the matters to be considered are of a confidential nature.

## **1819 27 Tidy Trader Awards 2018**

Members considered 11 nominations for the 2018 Tidy Trader Awards and voted on the tidiest traders. It was agreed that, at this stage, no names of winners would be published, until the traders had been notified and accepted their award.

RESOLVED: (1) That there would be two joint winners again this year and that the Chairman of the Council should be requested to visit each of the two traders, to present them with their trophy and Gold-framed certificate.

(2) That the Clerk be authorised to make the necessary arrangements (exactly the same format as last year) and for photographs to be taken of the presentations (outside the trader's premises) with the nominator and the Ward Councillor (if not the same person) invited to the presentation as well.

(3) That Silver-framed certificates be prepared and posted to three 'highly commended' runners-up, with the cost of all frames and wording of certificates (similar to last year) approved.

## **1819 28 Re-admittance of the Public and Press**

RESOLVED: That the public and press be re-admitted to the meeting.

## **1819 29 Monthly Column in Holme Valley Review**

(1) Past monthly columns: The Clerk (as Editor) reported that the July edition included articles on nominations for the Tidy Trader Awards 2018, the Honley South Casual Vacancy, first applications accepted for funding to celebrate the anniversary of the end of WW1, and the 'Your Valley, your Voice' questionnaire (as part of the Draft Neighbourhood Development Plan informal consultation).

The August edition included articles welcoming the new Councillor for Honley South (Cllr J Sweeney), an update on the NDP consultation, community asset grants awarded to Holmfirth Civic Hall Community Trust and the women's suffrage project approaching its final stages.

The September edition included articles on 'What is the Parish Council and what does it do?', a bench returning to Daisy Lane (although it has recently been damaged in a fire) and a reminder about grants still available to commemorate the 100<sup>th</sup> anniversary of the end of WW1.

RESOLVED: That the Clerk's report be noted.

(2) Deadline and topics for future monthly columns: It is likely that next copy date is 27 September, for publication of the October Review on 1 October (or thereabouts). The Review have been asked to provide copy deadlines and print dates for all subsequent editions, right up to the end of this financial year.

As the next Committee meeting will be on 12 November, the Committee needed to agree the content of the November issue now, but could defer consideration of subsequent editions until that meeting, by which time the Council will have finalised arrangements for the Tidy

# Holme Valley Parish Council

Trader Awards and a number of Community Champion Awards may have been made.

RESOLVED: (i) That, depending on the availability of articles and timing of events/activities etc. articles for forthcoming editions (as indicated) and 'stock' topics for articles could include (with photographs where possible) as follows:

Chairman's Civic Service

Remembrance Service theme - November edition.

Introduction to new Councillor – Cllr J Sweeney

'A day in the life of the Public Toilets Maintenance Contractor' – now that the toilets have been refurbished; people using the facility question why they are being asked for 20p to use the facility and many still think the toilets are owned and being run/maintained by Kirklees Council, not the Parish Council – November edition

Tidy Trader Awards 2018

Community Champion Awards

WW1 grants – summary of funding agreed, linking to our own and FoCR Beacon events

Women's Suffrage – mosaic unveiling event (5 October 2018) – November edition

Adoption and refurbishment of K6 phone box at Giles St, Netherthong (external works completed, internal works to be completed by end of September – ask 'custodian' to provide 200-300 words on proposed usage for November edition

Progress with Honley Library CAT (and Libraries consultation now published on Kirklees website)

Audit 2017-18 completed – no issues raised by External Auditors – could include snippet in next edition that all accounts will be published on HVPC website – October edition

Website being refreshed

Draft Neighbourhood Development Plan – Regulation 14 consultation (delayed due to need for a Strategic Environmental Assessment)

Becoming a Dementia-friendly Council

(ii) That the Clerk be authorised to chase the Holme Valley Review regarding deadlines for the November, December and January editions at least.

## 1819 30 Media Policies & Procedures

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

RESOLVED: That the draft Policy (amendments as agreed) be referred to full Council for approval and adoption.

## 1819 31 Press & Social Media Communications

(1) Recent press statements: No formal press statements have been issued since the last meeting, but an article appeared in the June 2018 Holme Valley Review about the appointment of a new chairperson.

A large article (half-page) also appeared on the front page of that same edition, entitled "Significant repairs set to boost long-term future of Civic Hall". It referred to the Parish Council on acquiring the building via community asset transfer, new appointments (manager and assistant) and acknowledged the significant financial support already provided by the Parish Council, allowing HCHCT to plan for the future with confidence.

(2) Forthcoming Newsworthy Articles (for Facebook and/or new Press Statements):

RESOLVED: That the following articles be prepared and published on Facebook:

(i) Chairman's Civic Service – 16 September 2018

(ii) Suffrage project unveiling – 5 October 2018

(iii) Remembrance Services in the Valley – Councillors laying wreaths (also snippet in

# Holme Valley Parish Council

November column, if space allows)

(iv) Beacon Event, Holme Moss (in association with FoCR public event)

## **1819 32 Exclusion of Public and Press**

RESOLVED: That the business of the Council now to be transacted be not open to the public or press on the grounds that the matters to be considered are of a confidential nature.

## **1819 33 Website**

(1) The Clerk reported on recent issues with the website/email facility (hosted by a Marsden-based business which had now ceased trading). The Clerk had therefore liaised with the Chairman of the Committee on an urgent action plan, to avoid losing access completely to the current website and email mailboxes. Various forms of website backup had been taken and quotes had been sought from a number of local and more specialist providers (to the Local Council sector). The Clerk's full report and recommendations, with comparative costings, had been distributed.

RESOLVED: (i) That the hosting of the current website and email facility be transferred to Vision ICT with immediate effect and the website then to be revamped, costs as agreed and within the current budget wherever possible (or a recommendation to be made to full Council to vire funding from elsewhere, or for the Committee to make budget provision for 2019-20 (depending on when web design invoice becomes due and payable).

(ii) That it be noted that the new website should be easier to manage and update, by the Clerk as part of normal day-to-day activities (without the need for input from a sub-contracted webmaster, with an associated cost-saving).

(iii) That four years of previous Minutes (only) be transferred to the new website (in accordance with a previous resolution of the Council); although digital copies of previous Minutes (going back at least 10 years) are available to the Clerk (for reference purposes) any FOI requests for access to all previous Minutes of the Council should be directed to the West Yorkshire Archives at Huddersfield Library where the paper copies are now stored.

## **1819 34 Re-admittance of the Public and Press**

RESOLVED: That the public and press be re-admitted to the meeting.

## **1819 35 Website (continued)**

(2) The Clerk (as Webmaster) reported that recent updates to the website included agendas, minutes, new councillors, changes to key postholders and committee membership, audit notices, WW1 grant applications and new Service Provision grant scheme.

Members also considered any changes to the website content e.g. text, photographs, links to social media and external organisations, to be implemented at the same time as the transfer to the new hosting provider.

RESOLVED: That the Clerk would update Members at the next meeting on any progress within the website redesign and email mailbox transfer.

## **1819 36 Budget 2019-20**

Members considered any recommendations to be made to the Finance & Management Committee on 26 November 2018 regarding this Committee's Budget requirements for 2019-20.

RESOLVED: That the Clerk be authorised to prepare a draft budget for this Committee,

# Holme Valley Parish Council

including sums as discussed and agreed, to be recommended to the Finance and Management Committee at its next meeting.

**1819 37 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.

.....  
Chairman