

# Holme Valley Parish Council

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

Those present:

Chairman: Cllr R Hogley

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

Officer: Mrs S S Barber

### **1819 38 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 39 Public Open Session**

A Parish Councillor addressed Members as a member of the public regarding a recent police investigation into the conduct of the Parish Council (as sole corporate Trustee of the Holme Valley Land Charity).

RESOLVED: That the Parish Council should now issue a brief statement that no evidence had been found; this will be in addition to the statement to be issued by the Holme Valley Land Charity, as already agreed.

### **1819 40 To accept apologies for absence**

An apology for absence was accepted from Cllr E Bunbury.

The Clerk reported that Cllr R Young had expressed his wish to stand down from this Committee.

RESOLVED: That the request by Cllr R Young to stand down from this Committee be referred to the full Council meeting on 19 November 2018.

### **1819 41 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) – Community Engagement (Vintage Dinner).

### **1819 42 To consider written requests for new DPI dispensations**

None received.

### **1819 43 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 44 To confirm the Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the Publications & Communications Committee Meeting

# Holme Valley Parish Council

held on 24 September 2018, numbered 1819 17 to 1819 37 inclusive, be confirmed.

## 1819 45 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 took place at Honley Library on Friday 5th October. A story had been published in the Holme Valley Review as well as updates in the Parish Council's monthly column. Posters of the mosaic are now available to purchase at £1 per copy. It was also noted that planning permission had been granted for the display board for the mosaic outside Honley Library and Kirklees Council had now issued a Memorial Licence Agreement accordingly.

RESOLVED: That the Chairman of the Committee and the Clerk to liaise to ensure all costs have been met, within Budget.

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

(i) 'Battle's Over' beacon event – Holme Moss: The Chairman of the Committee reported that the event had been a huge success and enjoyed by everyone who attended. It was followed by excellent food and a quiz at the local pub in Holme village. Members thanked the Chairman of the Committee for organising the event.

RESOLVED: (a) That the Clerk be authorised to enquire as to whether the Beacon can be stored at Holmfirth Civic Hall.

(b) That a poem read out at the beacon event be scanned and published on the Parish Council's website.

(c) That the cost of the refreshments be approved.

(ii) 'Vintage Dinner': Members noted that a decision had been made to postpone the event until next year, but it was not clear as to who might organise it next year.

RESOLVED: (a) That the Clerk be authorised to cancel the room booking at the Civic Hall and request a refund of the deposit (£100) already paid (if the room can be hired out to someone else, otherwise the Parish Council accepts the deposit must be forfeited).

(b) That the rest of the funds allocated in the Budget (2018-19) - £400 - be put back into General Reserves at year end.

(3) Community Building Plaque: The Clerk reported that Listed Building consent was required but that there would be no cost for the application.

RESOLVED: That Cllr JG Cropper be authorised to assist the Clerk to apply for the Listed Building consent.

## 1819 46 Community Champions

Members noted that preparations for the awards, to be presented at the Council meeting on 17 December 2018, were well in hand thanks to the work of the Admin Support Officer.

RESOLVED: (i) That the Chairman be asked if she would be happy to make the presentations at the beginning of the Council meeting, reading a short statement about each of the winners before presenting the trophies.

(ii) That after the presentation ceremony, the winner's names, photographs and details of why they were chosen be published on the Parish Council's website, Facebook and in the Holme Valley Review Column.

# Holme Valley Parish Council

## 1819 47 Tidy Trader Awards 2018

The Chairman reported that all the awards had been presented in October, with wonderful efficiency and speed, thanks to the help of the Admin Support Officer. There had been two Gold and three Silver award winners, and the Chairman was present at all five of the presentations. Details and photographs had been included in the November column of the Holme Valley Review and also published on the Parish Council's Facebook. Members agreed that there was a good system in place now, the awards had generated very positive feedback and businesses are pleased to get recognition in their own environment.

RESOLVED: That the above be noted.

## 1819 48 Monthly Column in Holme Valley Review

(1) Past monthly columns: The Clerk (as Editor) reported that the October column included articles on the official unveiling of the mosaic outside Honley Library, the Chairman's Civic Service in New Mill, new Councillor Cllr J Sweeney and the Annual Audit 2017/18.

The November edition included articles on the Tidy Trader Awards, a Neighbourhood Plan update and Remembrance Services across the Holme Valley.

RESOLVED: That the Clerk's report be noted.

(2) Deadline and topics for future monthly columns: Members considered articles for the December and future columns.

RESOLVED: (i) That, depending on the availability of articles and timing of events/activities etc. articles for the December edition could include (with photographs where possible) as follows – Members initials in brackets denote authors of articles:

A Christmas message from the Chairman (DH)

Defibrillators to be installed in Holmbridge and outside Holmfirth Civic Hall (RH)

Christmas provision – trees and funds given out or to be given out (fairly generic) (RH)

Pictures of the Beacon event as well as a short article (RH)

(ii) The January edition should include:

Community Champions (RH)

Netherthong phone box (DKB)

Website relaunch (RH)

Neighbourhood Plan update regarding next consultation (RH)

Interim arrangements of Locum Clerk (RH)

(iii) The February edition should include:

Local Elections – 2 May 2019 (RH)

(iv) That the Clerk should double check if there will be a January edition of the monthly column, or whether the next one would be February 2019 due to the Christmas period.

(v) That, until a new Clerk is appointed and 'finds their feet', Members to assist any Locum Clerk, the Admin Support Officer and Committee Chairman on the timely preparation of articles, to meet Review deadlines.

## 1819 49 Press & Social Media Communications

(1) Recent press statements: Members noted that a separate Suffrage article was published in the Holme Valley Review, but there had been nothing in the Examiner.

RESOLVED: That the above be noted.

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

# Holme Valley Parish Council

RESOLVED: As discussed earlier in the meeting, a press statement would be issued regarding the recent police investigation. A further press statement would also be issued to announce that the Clerk is leaving after 10 years' service to the Council (draft to full Council on 19 November 2018 before publication).

## 1819 50 Website

(1) Members noted that the new website would be going live this week, very similar to old one but should be able to be updated much easier and seamlessly.

Webmaster and Editorial responsibilities will be part of Clerk's role supported by the Admin Support Officer, a copy of the Clerk's Job Description to be issued to full Council with the draft press statement (as referred to above).

RESOLVED: That thanks be given to the Clerk for her work to get the website hosting etc. transferred to the new provider.

(2) Recent updates: Recent website updates had included agendas and minutes as normal, plus the Audit completion notice and completed Annual Return 2017-18, along with updates to the Neighbourhood Plan. The Clerk/RFO vacancy had also been publicised.

RESOLVED: That the updates as mentioned earlier in the meeting, be noted.

## 1819 51 Holme Valley Archiving Project

Members considered correspondence dated 29 October 2018 from Honley Civic Society but felt that due to the Clerk's resignation, this project (Min No. 1819 08(4) refers) was not something that could be considered at the moment, unless someone else came forward to lead it in the future.

RESOLVED: That the Clerk be authorised to respond to Honley Civic Society accordingly.

## 1819 52 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