

Holme Valley Parish Council

MINUTES OF THE PUBLICATIONS & COMMUNICATIONS COMMITTEE HELD ON Monday, 3rd June 2019

Those present:

Chairman: Cllr R Hogley

Members: Cllrs K Bellamy , J Brook , G Barker, J Dalton,

Officer: Mrs E Bennett

1920 01 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014

There were no members of the Public present.

1920 02 Public Open Session

No members of the public or press were present.

1920 03 To accept apologies for absence

Apologies for absence were accepted from Cllr Feeney and Cllr Lockley.

1920 04 To receive Members' Personal and Disclosable Pecuniary Interests (DPIs) on items on the agenda

None received

1920 05 To consider written requests for new DPI dispensations

None received.

1920 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.

1920 07 To confirm the Minutes of the Previous Meeting

RESOLVED: That the Minutes of the Publications & Communications Committee Meeting held on 12th February had been approved at the Council Meeting on 13th May 2019.

1920 08 To Elect A Vice Chairman.

RESOLVED; that this would be deferred until all members were present or at the next Full Council meeting.

1920 09 To Review Policies

The Committee considered policies under its remit and

RESOLVED; that the following policies would be reviewed at the next meeting:

- 1) The Media Policy
- 2) The complaints procedure (after checking the role of Service Provision)
- 3) Procedures for handling requests under the Freedom of Information Act 2000, The Environmental Information Regulations 2004, Data Protection Act 1998, and

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General Data Protection Regulation (which came into force on 28 May 2018)

4) To approve the proof of membership cards.

RESOLVED: that the Clerk should arrange for 'Proof of Identity' cards to be made for all Councillors.

RESOLVED: that the Council's Policy for dealing with the Media be added to the agenda for the next **Council Meeting**.

1920 10 Community Engagement

1) Community Building Plaque

Members considered the current status of a Parish Council Plaque on the Holmfirth Civic Hall, previously agreed in principle.

RESOLVED; Cllr Brook would seek advice from the people who were previously tasked with progressing this matter and clerk to advise on the previous agreement and funding decisions.

The Locum Clerk would progress the application for Listed Building Consent.

The wording and detail to be agreed with Holmfirth Civic Hall Community Trust and Cllr Bellamy.

RESOLVED; Clerk to confirm if funding was previously earmarked or is identified in the budget.

2) Tidy Trader award.

The Chairman outlined the history of the award and its current format.

RESOLVED;

The current process will be retained, and Councillors will be asked to nominate traders in the Valley who take pride in the external appearance of their businesses by September. Cllr Hogley will send out details to all councillors for nominations at the September Publication and Communications Committee Meeting.

3) Community Champions

The Chairman outlined the history of these awards.

RESOLVED; Councillors are asked to nominate Community Champions and Cllr Hogley will send out details of nominations to all Councillors in September.

There may be events to celebrate winners of both sets of awards which will be considered at future meetings.

1920 11 Monthly Column in The Holme Valley Review.

1)Articles in recent monthly columns in the Holme Valley Review.

The February issue covered the rise in the agreed Precept and the adoption of another telephone box in Netherthong.

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The March issue included items on the Neighbourhood Plan, the proposed road scheme for Holmfirth and the funding of valley minibuses (£24,000 per year).

Cllr Hogley noted that other articles mentioned various other Council activities including the adoption of a 'Climate Emergency, grants providing the Holmepride Bench in Victoria Park.

The Chairman outlined the process for preparing the 'Parish News' articles and its role in communicating Holme Valley Parish Council activities. There was some discussion about the readership of the Holme Valley News and value for money in using this method of communicating with the public.

2) Future columns

Members discussed the possible future topics for the 'Parish News' including;

July will contain updates on the Neighbourhood Plan, a list of all the community grants given last year and will introduce new Councillors.

August will contain a reminder about Tidy Trader nominations, Community Champions and Grant Applications, any progress on the tenant for the space in the Toilet building, and any update on the road plans for Holmfirth.

September will contain information on the Climate Emergency actions.

RESOLVED; that all committees need to consider articles for publication at the end of all meetings. Clerk to add standing item to all agendas.

3) Annual Report.

The Chairman explained the purpose of the Annual Report and its proposed content

RESOLVED; The Clerk will collate the annual report on the Council for the July edition of the Holme Valley News and ask the Holme valley review to put text in a similar layout as last year. following the same format as last year. The Clerk will ask for a joint effort in planning layout and Cllr Dalton will proofread the submission. Pictures of councillors and small biographies should be included if space allows.

1920 12 Press and Social Media Communications

Press Statement

Cllr Hogley reported that statements sent to the examiner were not always published.

RESOLVED that; future statements would also be added to the website.

Social Media

RESOLVED; That articles on the Climate Emergency would be included in the 'News' section of the Website

Facebook and Social Media

Cllr Dalton will add articles regarding the Climate Emergency working party to the News section.

It was noted that the Council Facebook page works better than Twitter and that it would be continued with the Clerk and Cllr Hogley posting items in appropriate

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language.

National Periods of mourning

Clerk will be attending a meeting in Huddersfield in June on this issue and will report back.

Forthcoming events

The 75th Anniversary of VE Day will be next year.

RESOLVED; to seek ideas from Councillors in September about how the HVPC might commemorate this and the Clerk to liaise with neighbouring councils about their plans.

1920 13 Recording of meetings

Members Discussed the benefits and implications of seeking to record meetings.

RESOLVED; Clerk to investigate options for equipment to record meetings. The clerk is to ask Vision IT or website host whether they have ever put recorded meetings on a website and the associated implications.

1920 14 Website

The clerk will update the website with photos and biographies of new councillors and their contact details. The clerk will endeavour to keep information therein up to date.

1920 15 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