

# Holme Valley Parish Council

## MINUTES OF THE PUBLICATIONS AND COMMUNICATIONS COMMITTEE HELD ON MONDAY 04 JULY 2011 -

Those present :

Chairman : Cllr T W Dixon

Councillors : Cllr J Brook, Cllr Mrs B Osborn

Officers : Mrs S S Barber, Mrs J A Neary

### **11 01 Public Open Session**

No members of the public or press were present.

### **11 02 Appointment of Chairman**

(1) Appointment of Chairman to preside at this meeting: It was  
RESOLVED: That Cllr T W Dixon be appointed as Chairman to preside at this meeting.

(2) Appointment of Chairman of Committee - Council Minute No. 11 06 and 11 29 refer: It was  
RESOLVED: That this item should be deferred to the end of the meeting.

### **11 03 To accept Apologies for Absence**

Apologies for absence were accepted from Cllr Mrs B Bodenham and Cllr Mrs M Walker.

### **11 04 To receive Members' declarations of interest in items on the agenda**

None were declared.

### **11 05 To consider whether items on the agenda should be discussed in private session**

It was agreed item 7 (Parish website) and item 8 (Quarterly newsletter) on the agenda be discussed in private session.

### **11 06 To accept the Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the Meeting held on 28 March 2011 numbered 10 35 - 10 47 inclusive be received and adopted as a true record of the meeting.

### **11 07 Exclusion of Public and Press**

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

### **11 08 Parish Website**

(1) Council Minute 11 07(3) refers: The Clerk had distributed her report on future maintenance of the Parish Website and quarterly newsletter, detailing issues with the current website, costs to build a new website and future maintenance options. A number of quotations were considered, for the design of a W3C compliant website, technical support and future updates.

RESOLVED: That the quotation from Spectrum Secretarial Bureau be accepted for the design of a new website, similar to the existing site, but with a 'make-over' to bring it more up to date.

2) Appointment of Webmaster: It was

RESOLVED: That Mrs Sally Barber be appointed Webmaster for the ensuing year.

(3) Online polling: Members considered various options for future online polling questions, but agreed that the Council should concentrate on the build of a new website for the time being.

RESOLVED: That no online polling questions be featured at the moment.

(4) Inclusion of links to external sites - Council Minute No. 11 36(1)(iv) refers: Members considered the request from the last Council meeting that the Committee should be asked to pursue a weblink to/from Honley High School's website and credit for recent grant funding.

RESOLVED: That the Clerk be authorised to contact Honley High School accordingly.

The Clerk drew the Committee's attention to a notice received from the Forestry Commission about an event to be held on 17 July 2011. It was agreed that, due to the short timescale, copies of the notice should be posted on Council noticeboards, but not on the Parish Council's website. The Clerk would also ask the Tourist Information Office to publicise the event.

## **11 09 Quarterly Newsletter**

(1) Process to produce quarterly newsletter: Members referred to the Clerk's report which detailed the process to produce the Valley Voice and Annual Report, officer resources available in-house and alternative options to outsource part or all of the process. A number of quotations were considered, for the production of the newsletter and annual report, but it was agreed that the Council should not commit to a full year's production for the time being because it would need to consider other matters such as printing and distribution before the current contract expires with Royal Mail.

RESOLVED: (i) That the quotation from Spectrum Secretarial Bureau be accepted for the production of two issues of the newsletter.

(ii) That the Committee considers the entire process from design to distribution at its next meeting in November.

2) Appointment of Editor: It was

RESOLVED: That Mrs Sally Barber be appointed Editor for publications for the ensuing year.

(3) Content for next edition of newsletter - Autumn 2011: Members considered the content of the next edition of the newsletter which had a deadline for articles to the Editor of 8 August 2011.

RESOLVED: That the possible content for the Autumn 2011 edition be as follows and that the final version be approved by electronic circulation as previously:

Grant Reports (WRVS Over 60s Club; Girlguiding Cottage; Holmfirth Festival of Folk; Thongsbridge Cricket Club and Roundway TRA) - Officers  
Community Champion Awards - Officers/Cllr Greaves  
Honley Show 2011 - competition winner - Officers/Chairman of Council  
Chairman's Charities - Chairman of Council  
Feature on new Councillors (2 per issue) - Cllr J Brook and Cllr Mrs B Osborn

(4) Company changes at Walker Print & Design: Members noted that production had now been transferred to the Leeds Office of LGP Print, the new owners of Walker Print and Design.

RESOLVED: That the printing of future newsletters be considered as part of the review at the next Committee meeting.

## **11 10 Re-admittance of Public and Press**

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

## **11 11 Community Champions**

(1) Nominations for Community Champion: Members considered a nomination from a former Councillor and a further nomination from a Honley West Ward Councillor.

RESOLVED: (i) That both nominations should be accepted as Community Champions.

(ii) That the Officers and Ward Councillor be authorised to make the appropriate arrangements for presentations of the awards by the Chairman of the Council, to be publicised in the next Valley Voice.

(2) Approval of awards: It was further

RESOLVED: That each champion should be awarded a certificate and £25.

**11 12 Community Events**

(1) Honley Show - Saturday, 11 June 2011: The Clerk and Chairman of the Council agreed that it had been a successful show in terms of visitors to the stand. The Clerk wished to thank Cllrs P D Searby and Cllr Mrs J Roberts for their assistance on the run up to the show. It was felt that the event did not attract sufficient local interest to make it worthwhile to attend in future years and other more local events should be considered.

RESOLVED: That the Clerk should gather information on more local events to be held in the ensuing years to enable planning ahead and better targeting.

(2) Competition (Places of Worship): Members reviewed all competition entries and awarded the prize of £25 to the entrant with the most correct answers.

RESOLVED: (i) That the prize be approved as above.

(ii) That the Clerk would inform the winner accordingly and arrange for presentation of the prize by the Chairman, to be included in the next Valley Voice.

(3) Attendance at forthcoming Community events: Members felt that attendance at Honley Show had been worthwhile but now that the Council was not sharing with another Parish Council in the District, the considerable time and expense could be better spent on more local events. It was also felt that the previous Chairman's Citizenship in Schools programme should be pursued further, to encourage better communications with local high schools and youths in the community.

RESOLVED: That the Clerk should contact the high schools in the Valley to pursue the matter further.

**11 13 Publications and Communications**

(1) Minute No. 10 21(3) refers - Code of Recommended Practice on Local Authority Publicity: Members noted that the Code had now been approved by both Houses of Parliament, the Code came into force on 31 March 2011 and was available to download from <http://www.communities.gov.uk/publications/localgovernment/publicitycode2011>

RESOLVED: That the Code be recommended to the full Council for adoption.

(2) Correspondence from local residents: Members considered two items of correspondence on the Council's methods of community engagement.

RESOLVED: That the Clerk be authorised to respond appropriately.

**11 14 Appointment of Chairman**

Members referred to the Clerk's report and considered recommendations on the appointment of a Chairman of the Committee.

RESOLVED: That Cllr Mrs B Osborn be appointed Chairman of the Committee for the ensuing year.

**11 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**