

Holme Valley Parish Council

MINUTES OF THE PUBLICATIONS AND EDITORIAL COMMITTEE HELD ON MONDAY 03 OCTOBER 2005 -

Those present :

Chairman : Cllr A R Otterburn

Councillors : Cllr Mrs R Bratt, Cllr J R Chilton

Officers : Mrs MA Bewick

Apologies for Absence

An apology for absence was accepted from Cllr. Robinson.

05 32 Disclosure of Interests

None were given.

05 33 Admission of the Public

It was agreed that no items needed to be taken in private session.

05 34 Minutes of the Previous Meeting

RESOLVED: That the Minutes of the meeting held on 30 August 2005 numbered 05 26 - 05 31 inclusive be received and adopted as a true record of the meeting.

05 35 Parish Website

Members discussed the progress to date on the website, in that it had been launched and could be accessed via the address, www.holmevalleyparishcouncil.org.uk. The final arrangements to route visitors to the site using the dot.gov address were awaited, but this was currently in the hands of the organisation managing the domain address, although it was hoped that this address would be live within a week. This news was welcomed.

Copy e-mails were also received from the website developer with details of an online voting system, which was viewed by Members. This system was approved and details of the first online voting topic agreed. Costs of this option were also noted, and agreed. The Clerk was asked to raise some points with the developer, in respect of the Accessibility logo, details which appeared on receipt of the contact form, and the provision of a counter for the number of "hits" on the site.

It would also be necessary for Officers to agree with the developer how normal uploading of agendas, minutes, planning applications would be progressed, as it would be preferable in the longer-term for these actions to be carried out by the Officers.

RESOLVED: (1) That it be noted that the developer had donated the online voting software, and that it be approved that there would be an annual cost of £200 for regular changes to the online voting topics

(2) That the developer's invoice be approved for payment, once the final items listed above have been completed to the satisfaction of Cllr. Mrs. Bratt and the Clerk

(3) That the first topic for the online voting should relate to awareness of the Council's newsletter, as agreed.

05 36 Quarterly Newsletter

(1) The Committee discussed the content of the Winter 2005 newsletter which would be issued in January 2006. A lead article for the front page was needed, and the Chairman of the Council and Cllr. Bratt were asked to seek suggestions from the General Purposes Committee for such an article.

Further information about the 25th celebrations of the Minibus Services, and the signing of the Parish Charter with Kirklees MC would be included. Ward profiles of Uppertthong and Netherthong and the completion of the renovated bus shelter outside the Market Hall would also be included, together with regular information.

Holme Valley Parish Council

RESOLVED: That the content of the Winter newsletter be as discussed, and that Cllrs. Chilton and Mrs. Bratt seek ideas for the front page from the General Purposes Committee; the Editor to progress with production of the newsletter as normal.

(2) The Clerk reported re possible arrangements for the future distribution of the newsletter; she was seeking further information from Leaflets Direct, a branch of Trinity Mirror Newspapers, and would seek prices from Royal Mail. A new distributor had to be found for the distribution of the next newsletter.

RESOLVED: That this information be noted, and the Clerk authorised to report back with a recommendation at the next meeting.

05 37 Administrative Matters

The Chairman indicated that the Committee was conscious that there had been, and would be, time implications for the Officers in the production, maintenance and general work related to the Council's publications and the website. It was noted that the creation and design of the website had occupied a significant amount of time for the Clerk to date but that it was difficult currently to estimate what the ongoing time commitment would be for Officers.

RESOLVED: That this item be deferred to a future meeting.

05 38 To agree date of next meeting

RESOLVED: That the next meeting of the Publications and Editorial Committee be scheduled for 21 November 2005 at 4.00 pm, but that the Clerk be authorised to call an earlier meeting, if she considers this necessary or advisable.

.....
Chairman