

Holme Valley Parish Council

MINUTES OF THE PUBLICATIONS AND EDITORIAL COMMITTEE HELD ON MONDAY 16 JANUARY 2006 -

Those present :

Chairman : Cllr A R Otterburn

Councillors : Cllr Mrs R Bratt

Officers : Mrs MA Bewick

Apologies for Absence

Apologies for absence were accepted from Councillors Chilton and Robinson.

05 47 Disclosure of Interests

None were given.

05 48 Admission of the Public

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

05 49 Minutes of the Previous Meeting

RESOLVED: That Minutes of the Meeting held on 21 November 2005 numbered 05 39 - 05 46 inclusive be received and adopted as a true record of the meeting.

05 50 Parish Website

(1) The Clerk reported that all the outstanding points relating to the website had been resolved, with the exception of the Contact form available for use on the website. This form was still not arriving successfully at the Parish Council's e-mail address. It was agreed that this still needed to be addressed and should be regarded as a continuing issue.

RESOLVED: (1) That authority be given to release payment to the Website Developer for the invoice already submitted relating to the design and creation of the Council's website

(2) That the developer be informed that the matter of the contact form will continue to be pursued, and that in the meantime, any contact using this form should be directed to Cllr. Mrs. Bratt's e-mail, until the issue with the Council's e-mail address is resolved.

(2) Members approved changes to articles and information on the website which had been circulated to them all. The Clerk would forward the relevant information to the website developer for loading to the website. The Clerk also outlined to Members a procedure agreed with the developer for future uploading and updating of files. Agendas would be sent each week, and it was hoped an agenda would be removed as soon as the meeting had taken place, but she had been informed that there would be a 4-5 day turnaround for updating.

RESOLVED: (1) That the information to update the website as submitted be approved

(2) That information relating to uploading files be noted and the procedure approved.

05 51 Quarterly Newsletter

(1) Possible items for the Spring 2006 newsletter were discussed, and information requested as follows:

Ward Profile: Fulstone and Wooldale - Clerk to contact Members

Grant Recipient: article requested from Guide - Clerk to chase up

Arts Trail: further update - Cllr. Mrs. Bratt

New Councillor information: new Councillor, once election taken place

Precept and budget information: Clerk and Chairman of Council to prepare

Picturedrome: approach from Valley Film Association re plans

plus tear-off slip to establish degree of community support for such a project

Quality Council application: Clerk to prepare, once result known

A request had also been received from Penistone Line Partnership to include an article about the

Holme Valley Parish Council

OurCarYourCar scheme in the Council's newsletter. Members regretted that as the Council had not been involved in this scheme in any way, such an article would not meet the guidelines previously approved for newsletter or website articles.

RESOLVED: That the Clerk conveys this information to Penistone Line Partnership, with regret.

The Clerk also reminded the Committee that with the new contract for distribution having been agreed with Royal Mail, deadlines were non-negotiable; if the contract date was missed, the distribution would not take place. This placed greater pressure on the Editor and Clerk for preparation and submission of articles, and some leeway would have to be built into the submission date to the Editor.

RESOLVED: That all information as listed above be requested to be submitted to the Newsletter Editor as soon as possible; the Editor to have completed the first draft by 3 March 2006.

(2) Members had been informed of arrangements made for future distribution of newsletters - a single delivery had been contracted to DBS Ltd, with a subsequent one year agreement with Royal Mail. The Clerk highlighted the information that payment for distribution would have to be made prior to the actual distribution of the newsletter, and deadlines were non-negotiable; a deadline missed meant the slot for delivery was missed, and the distribution would not take place at that time.

RESOLVED: That the information relating to the contracts for distribution be noted and approved.

(3) The Clerk intended to meet with the contractor to discuss the price for future newsletters, as the agreement previously made ended with the newsletter just printed. Members expressed their satisfaction with the current printer, and asked the Clerk to seek the best price for another agreement for several issues.

She also explained to Members that under the contract with Royal Mail, a distribution implied one single document, and the previous practice of a double delivery of a newsletter and the Annual Report represented two distributions to Royal Mail. She sought agreement to discussions with the printer for adopting a different layout for the Summer 06 newsletter which would incorporate the Annual Report. Several layouts were discussed, and it was agreed that this matter should be pursued with the printer, and his views reported back to the Committee for final consideration.

RESOLVED: That the Clerk be authorised to meet with the printer to agree a future price for the newsletters, and to discuss the issue which would include the Annual Report for 2005-06.

05 52 Annual Budget

The Clerk reported on the budget provision suggested for inclusion in the budget 2006-07.

RESOLVED: That the figures for inclusion to take account of any information as a result of discussions with the printer, and that the Clerk be authorised to take this action.

05 53 Publications and Communications

Members were asked if they wished to consider entering the Council's publications and website into the competition for the NALC Communications Awards 2006.

RESOLVED: That the Clerk be authorised to enter the Council's newsletter, Annual Report and website in the NALC Communications Awards for 2006.

05 54 To agree date of next meeting

RESOLVED: That the next meeting of the Publications and Editorial Committee will be held on Tuesday, 28 March 2005 at 4.00 pm.

05 55 Freedom of Information Act 2000

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.

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Chairman