

# Holme Valley Parish Council

## MINUTES OF THE PUBLICATIONS AND EDITORIAL COMMITTEE HELD ON MONDAY 04 JULY 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 10 Disclosure of Interests**

None were given.

### **05 11 Admission of the Public**

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

### **05 12 Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the Meeting held on 7 June 2005 numbered 05 02 - 05 09 inclusive be received and adopted as a true record of the meeting.

### **05 13 Parish Website**

The Committee had been circulated with a proposed design layout and format for the Council's website which had been discussed with the developer. Information for the site would be given to the developer by agreed dates, and a draft site was to be available by the beginning of August 2005 for checking and trialling.

Some aspects of this proposed design were discussed and explained. The Clerk indicated that the Council would need to purchase Adobe Acrobat Writer in order to be able to convert data files to a "pdf" format which permitted people to access Council documents in a read-only format.

RESOLVED: (1) That a vote of thanks be expressed to Cllr. Mrs. Bratt for the work she had undertaken in producing the draft design layout and format for the website  
(2) That the design layout and format as before the Committee be approved together with the proposed timetable, and the draft website awaited for checking  
(3) That the Clerk be authorised to purchase Adobe Acrobat Writer software at the best available price from the suppliers identified.

Cllr. Chilton arrived during this discussion and apologised for his late arrival.

### **05 14 Guidelines for Council Publications and Website**

RESOLVED: That the attached Guidelines as now amended be approved and recommended to the Council for adoption in relation to the Council's newsletter and website.

### **05 15 Quarterly Newsletter**

(1) Autumn 2005 newsletter - Members considered possible articles for the next edition of the newsletter, such as the launch of the website, 25th anniversary of the Holme Valley Minibuses, Arts Trail, Tidy Trader, together with the usual Ward profiles and any correspondence.

RESOLVED: That the Editor and Clerk progress with these suggestions initially.

(2) A request had been received from Kirklees MC to include information about the Kirklees Kickstart bid in the Council's newsletter. Members felt that it was not possible to include such information in the next edition due to the content already in hand, and some doubt about whether such an article met the guidelines which had just been approved by the Committee.

## Holme Valley Parish Council

RESOLVED: That the Clerk informs Kirklees MC that it will not be possible to include such an article in the Council's newsletter at the moment.

### **05 16 Printing and Distribution of Publications**

The Clerk reminded Members that the printer had agreed to hold the cost of printing the Council's newsletter and Annual Report for a certain number of issues. The newsletter just published was the last issue covered by this agreement. Members expressed their satisfaction with the quality of printing as produced by the current printer, and asked the Clerk to discuss with this company a future contract for continuing to print the newsletter and Annual Report for the Council.

RESOLVED: That the Clerk discusses a possible future contract with this printer, and compares this to other prices and reports back to the next meeting of the Committee.

### **05 17 To agree date of next meeting**

RESOLVED: That the next meeting of the Publications and Editorial Committee be scheduled for 8 August 2005 at 6.00 pm prior to the meeting of the General Purposes Committee.

.....  
**Chairman**

