

Holme Valley Parish Council

MINUTES OF THE PUBLICATIONS AND EDITORIAL COMMITTEE HELD ON MONDAY 21 NOVEMBER 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 Councillor Robinson.

05 39 Disclosure of Interests

None were given.

05 40 Admission of the Public

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

05 41 Minutes of the Previous Meeting

RESOLVED: That the Minutes of the meeting held on 3 October 2005 numbered 05 32 - 05 38 inclusive be received and adopted as a true record of the meeting.

05 42 Parish Website

(1) The Clerk reported that she had not yet paid the invoice for the development of the website, as she felt that a number of the points raised with the developer were still outstanding. Cllr. Mrs. Bratt agreed that there were still issues to address in terms of the accessibility and the contact form.

RESOLVED: that Cllr. Mrs. Bratt and the Clerk be authorised to meet with the developer to resolve these last points to their satisfaction, prior to payment of the invoice.

(2) Members discussed that changes were already required to articles on the website, and agreed that, following preparation of items for the next newsletter, longer articles on the parish charter, 25 years of the Minibus services and progress on the Arts Trail could be included on the website.

RESOLVED: That the Clerk makes the necessary arrangements, once she has received the articles from Councillors Chilton and Mrs. Bratt, and following preparation of the article on the minibus services.

(3) Members discussed the format for the next "e-vote", but did not agree any new question for the time being. Once further news articles had been prepared it was felt that four news stories could appear on the home page, until a further topic emerged upon which the Council wished to gather opinions from the community.

05 43 Quarterly Newsletter

(1) Winter 05-06 Newsletter: Members discussed articles for inclusion in the next newsletter, and agreed on its content, and on responsibility for production of the articles.

RESOLVED: That all information be submitted to the Editor, Cllr. Otterburn, as agreed.

(2) Printing and future distribution arrangements for newsletter - The Clerk reported that she had agreed with the printer that he would hold the current price for printing for both the Autumn and the Winter 2005 newsletters, and that the Clerk would meet with him to discuss a future contract early in 2006.

RESOLVED: That these arrangements be approved.

The Clerk also reported that no delivery could be booked with Royal Mail before March 2006, with a

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resulting problem for the Winter 05-06 delivery. Members revisited quotations supplied previously, and discussed potential problems with the remaining delivery organisations.

RESOLVED: (1) That the Clerk books delivery slots with Royal Mail for four deliveries, commencing with the Spring 2006 newsletter, to be distributed in April 2006

(2) That the Clerk contacts the previous distributor to inquire if she would be prepared to do one final delivery, at an increased price as a bonus

(3) That, if she is unable to undertake this delivery, the Clerk books a delivery for the Winter 05-06 newsletter with Distribution Business Services Ltd, for an appropriate date in January 2006, through a Solus delivery, at £45 per thousand.

05 44 Administrative Matters

Although it was still difficult to estimate how much time officers had to spend on the production, maintenance and update of the Council's publications and its website, these responsibilities were adding to the workload. It was not envisaged that this commitment would decrease, and the Committee, therefore, wished to highlight this time implication to the Staffing Committee, and urge that Committee to take account of this extra workload, both in terms of budgeting and in consideration of how the Council's officers were coping with the additional workload.

The need for succession planning was also briefly discussed.

RESOLVED: That the Staffing Committee be asked to take on board these concerns regarding the increased workload for the officers, due to the work of the Publications and Editorial Committee.

05 45 Annual Budget

The Clerk reported to Members briefly on the need to make adequate budget provision for 2006-07. Given the Committee's decisions, regarding printing and distribution costs, and expected maintenance costs for the website, she would take this into account in submitting information to the Finance and Management Committee for its budget considerations.

RESOLVED: That this information be noted, and the Clerk authorised to take this action.

05 46 To agree date of next meeting

No date for fixed for the next meeting, but it was

RESOLVED: That the Clerk be authorised to call a meeting for an appropriate date towards the end of January 2006.

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Chairman