

Holme Valley Parish Council

MINUTES OF THE PUBLICATIONS AND EDITORIAL COMMITTEE HELD ON TUESDAY 02 MAY 2006 -

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 66 Admission of the Public

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

05 67 Disclosure of Interests

None were given.

05 68 Minutes of the Previous Meeting

RESOLVED: That the Minutes of the Meeting held on 28 March 2006 numbered 05 56 - 05 65 inclusive be received and adopted as a true record of the meeting.

In connection with Minute number 05 62, Cllr. Mrs. Bratt reported that there may be problems in the transfer of the Council's copy of "Publisher" to her computer, as this requires original CDs; the Clerk would take this up with Intech Services at Kirklees MC.

05 69 Parish Website

(1) News Articles - Members agreed the content of a news article updating progress with the Arts Trail; the Clerk was to prepare a further article on Quality Council status. This would be circulated to Members of the Committee for approval, before placing on the website. An article had also been requested from the Artweek Committee for the website to publicise the 40th anniversary.

RESOLVED: (1) That the update on the Arts Trail be placed on the website, together with appropriate photographs, as approved

(2) That the article on Quality Council status also be placed on the website, once circulated to all Members for their approval.

(2) E-Vote - Members had been circulated with two sets of questions for the e-vote which were now approved as amended; each set to be placed on the website for one month.

RESOLVED: That the Clerk makes the necessary arrangements for these e-votes to be available on the website.

05 70 Quarterly Newsletter

(1) Summer 2006 newsletter - Members discussed progress with information for the Summer 2006 newsletter and agreed further actions to be taken:

Ward Profiles: two received, one in preparation

War Memorials Survey - article received; Clerk to forward photographs

Chairman Elect to prepare information re possible civic events

Partnerships Page: Food and Drink Weekend - information requested from HVBA

Clerk to contact Holme Valley Brass Band Contest Secretary re possible article

Clerk to contact Kirklees Leisure Services re possible start date for works at Oldfield Recreation Ground

RESOLVED: That the articles be prepared or requested as soon as possible for submission to the Editor to meet relevant deadlines.

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(2) Members discussed the effectiveness of the recent distribution of the last letter by Royal Mail. Although one Member had reported that she had not received the newsletter, it was generally felt that it had been a much more effective distribution.

05 71 Annual Report

Unfortunately, there had been little progress to date with formulating the content of Annual Report 2005-2006, but Chairmen would be reminded at the next meeting, and it was emphasised that drafts needed to be with the Editor as soon as possible, given the deadlines for both the Annual Report and the Newsletter.

RESOLVED: That Chairmen are reminded of the need to prepare reports for inclusion in the Annual Report 2005-2006; the Clerk to supply the Chairman with accounts information for inclusion.

05 72 Parish Council Publicity

(1) This item was covered later in the meeting.
(2) Publicity for Website - The website developer had asked permission to include some "quotes" for display on his website. He had drafted some suitable quotes, but Members preferred that he extracted quotes from the press releases already approved by the Committee at the last meeting.

RESOLVED: That the Website designer be informed that he may extract suitable quotes from the press releases previously approved.

05 73 Structure and Role of Committee

Members considered a draft report prepared for presentation to the Annual Meeting of the Council about the future structure and role of this Committee. Some amendments were agreed to this report and it was

RESOLVED: That the report, as amended, be submitted to the Annual Meeting of the Council for its consideration.

05 74 Freedom of Information Act 2000

RESOLVED: That, under Council's Publication Scheme, supporting papers for any item within the public session of the meeting, be made available, if requested after approval of the minutes by the full Council.

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Chairman