

# Holme Valley Parish Council

## MINUTES OF THE PUBLICATIONS AND EDITORIAL COMMITTEE HELD ON TUESDAY 28 MARCH 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 56 Disclosure of Interests**

None were given.

### **05 57 Admission of the Public**

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

### **05 58 Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the Meeting held on 16 January 2006 numbered 05 47 - 05 55 inclusive be received and adopted as a true record of the meeting.

### **05 59 Parish Website**

(1) Website updates:

RESOLVED: That the following changes be made to the website as updates: Quality Council news item with photographs on front page in place of 25 years of Minibus services (to be moved to news section); Clerk to seek information from Chairman of Accreditation Panel; agreed other minor changes and inclusion of Quality Council logo on website.

(2) Members discussed the re-introduction of on-line voting and agreed the information to be sought. Cllr. Mrs. Bratt agreed to formulate question and options.

RESOLVED: That the e-vote be re-introduced to the website, when convenient.

(3) Some extra links from the Parish Council's website to other sites were discussed and agreed: Events organised by the Holme Valley Business Association such as the Festival of Folk, and the proposed Food and Drink Weekend; Peak District National Park Authority.

RESOLVED: That the Clerk makes arrangements for such extra links to be included on the website.

(4) Publicity for Website: It had been agreed previously that publicity would be given to the partnership between the Council and the website designer. Members had been circulated with proposed press releases.

RESOLVED: That, with minor amendments, the draft press releases be approved for circulation; the Clerk to be authorised to liaise with the website designer over release of the press releases.

### **05 60 Quarterly Newsletter**

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

Ward Profiles: North Central, Cartworth and Holme - Clerk to contact Members

Partnerships Page: Arts Trail Update - Cllr. Mrs. Bratt and Clerk to prepare

Food and Drink Weekend - Clerk to seek information from HVBA

Artweek - 40th Anniversary - Clerk to seek information from Artweek Treasurer

## Holme Valley Parish Council

(also article for website before Artweek 2006)

New Chairman 2006-07 - Cllr. Otterburn to prepare - new photograph required

Forthcoming Civic Service - Chairman Elect to prepare

War Memorials Survey and possible programme of work - Clerk to contact surveyor and to prepare.

It was also noted that, for printing and distribution purposes, this issue would be combined with the Annual Report in a different size and format.

RESOLVED: That articles be prepared, or requested as above, and submitted to the Editor by the end of April 2006 in order to meet relevant deadlines.

(2) The Clerk reported that a mini-survey had been undertaken by Cllr. Mrs. Bratt, the Clerk and Deputy Clerk on the success or otherwise of the last distribution. The results of this exercise did not bear out the information gained from Councillors at a meeting, but were in line with the information supplied by the distributor.

RESOLVED: That no further action be taken in relation to the last distribution, but that it be accepted that it was not as wide a distribution as the Council would have hoped.

### **05 61 Annual Report**

Members discussed and agreed the content and format of the Annual Report for 2005-06; this would effectively be a double issue with the Summer 06 newsletter. In view of the strict deadlines, both with Royal Mail, the distributor, and as part of the Quality Council requirements, it was agreed that the articles should be prepared as soon as possible, to allow the Editor as much time as possible.

RESOLVED: That the Clerk reminds Chairmen of the Committees of the need for a report of the year's activities, and that she makes the necessary arrangements for the information to be supplied to the Editor.

### **05 62 Appointment of Editor for Publications**

In view of Cllr. Otterburn's position as Chairman Elect, he felt that it would be appropriate to recommend to the Council the appointment of a new editor for its publications. Cllr. Mrs. Bratt indicated that she would be willing to take on this position, following a "shadowing" period. She would need to be supplied with the appropriate software. The Clerk suggested that the Council's copy of this software be transferred from her computer to Cllr. Mrs. Bratt's machine, as it was not used in the office currently.

RESOLVED: (1) That Cllr. Mrs. Bratt be recommended to the Council to take over as Editor of the Council's publications, as soon as convenient to herself and Cllr. Otterburn

(2) That the Clerk be authorised to transfer the Council's copy of "Publisher" to Cllr. Mrs. Bratt's computer, to allow her to carry out editorial amendments to the newsletter.

### **05 63 Publications and Communications**

The Clerk reported that she was still awaiting sight of an edition of My Community News. She reported to Members on how the magazine would be distributed; it would not, unfortunately, reach every household in the Parish Council's area on a regular basis. Members also had concerns about the implications for the officers' workload, if the Council were to make a commitment to contribute regularly to this magazine.

RESOLVED: That the Parish Council, for the time being, does not commit to contributing regularly to the publication, but will bear the possibility in mind for the future.

### **05 64 To agree date of next meeting**

RESOLVED: That the next meeting of the Publications and Editorial Committee be held on Tuesday, 2 May, 2006 at 4.00 pm.

The Clerk was asked to include two items on the agenda for this meeting:

Parish Council Publicity

Review of the remit of the Publications and Editorial Committee.

**05 65 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**