

Holme Valley Parish Council

MINUTES OF THE PUBLICATIONS AND COMMUNICATIONS COMMITTEE HELD ON THURSDAY 23 NOVEMBER 2006 -

Those present :

Chairman : Cllr A R Otterburn

Councillors : Cllr M Bower, Cllr Mrs R Bratt, Cllr Mrs M P Court

Officers : Mrs MA Bewick

Apologies for Absence

An apology for absence was accepted from Cllr. Chilton.

06 18 Admission of Public

It was agreed that item 6(2) Website issues should be discussed in private session owing to contract decisions.

06 19 Disclosure of Interests

None were given.

06 20 Minutes of the Previous Meeting

RESOLVED: That the Minutes of the meeting held on 4 September 2006 number 06 09 - 06 17 inclusive be received and adopted as a true record of the meeting.

06 21 Quarterly Newsletter

The Editor circulated details of suggestions for articles for the Winter 2006 newsletter and responsibility for supplying these details. Members discussed suggestions for the lead article and the Clerk was asked to supply information about the forthcoming elections, to encourage people to stand for the Council. Given election deadlines, it was felt that this article should be included in the next newsletter, with details of the changes to wards appearing in the Spring 2007 issue.

There was some discussion on whether some proposals met the Council's guidelines for inclusion in the newsletter or on the website, and it was agreed not to include items which did not meet these guidelines.

RESOLVED: That, with the above change, other details and suggestions for the Winter 2006 newsletter be as outlined in the Editor's report.

06 22 Parish Website

(1) Members confirmed and approved the alterations for responsibility for updating and maintaining the Council's website which had been agreed by Cllr. Mrs. Bratt and Clerk and circulated to the Committee. Some points of how this would work were discussed, and the Editor assured Members that she was certain that this would be feasible and preferable for the Council.

RESOLVED: That the proposed alterations and new arrangements be confirmed to take final effect from 1 January 2007, with an interim preparatory stage during December 2006; the budget costs for this were noted and approved.

(2) Availability of website:

RESOLVED: That the business of this Committee to be now transacted be not open to the public and press on the grounds that the matters to be discussed are of a confidential nature.

The Clerk indicated that, due to technical problems not in the Council's control, the website had been unavailable for nearly a month, and that there was likely to be a financial issue in terms of resolving this problem. Given recent information, the Clerk expressed some concern about this technical problem recurring, whereby the public might not be able to access the dot.gov web address.

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RESOLVED: (1) That the contractor be informed that if the website is still unavailable after another fortnight, the Committee will reconsider the question of future hosting of the website

(2) That the Clerk and the Editor be authorised to seek prices for web hosting, and to take appropriate action, if necessary, after this fortnight's period, to ensure that the website is available generally.

It was further RESOLVED that the public and press be re-admitted to the meeting.

06 23 Publications and Communications

(1) Communications Awards Competition - Feedback on the Council's entries to these Competitions had previously been circulated to Members; the Editor would take on board comments about the Annual Report, and would consider the comments re use of fonts. It was felt, however, that there was one issue which could not be tackled; the Council's guidelines indicate that the primary purposes of the newsletter and the website is to report on the initiatives and activities of the Parish Council, or those in which the Council is involved in co-operation and co-ordination with other organisations or groups.

The suggestion that the Council should include community news which did not involve the Council would, therefore, not be feasible under the Council's current guidelines, and the Committee did not feel, at the moment, that these guidelines should be changed. It was felt that this point should be borne in mind, should the Council wish to submit entries in future years to these competitions.

(2) The Chairman had asked the Committee to consider the inclusion of First Bus timetable information within newsletter, or for this information to be distributed with the Council's newsletter. It was pointed out that to include information about commercial services within the newsletter would not meet the above guidelines, and for the information to be distributed with the Council's newsletter would carry a significant cost element, and if it were to be arranged via the Council, additional insertion and stapling cost to meet the Royal Mail's requirements.

It was agreed that it would be simpler for First Bus to make arrangements for distributing such timetable information with Royal Mail on their own behalf.

RESOLVED: That First Bus be informed of this, and of the reasons for the Committee's view on this.

06 24 To agree date of next meeting

RESOLVED: That the date of the next meeting be arranged for an appropriate day in three months' time.

06 25 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, after approval of the minutes by the full Council.

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Chairman