

Holme Valley Parish Council

MINUTES OF THE PUBLICATIONS AND COMMUNICATIONS COMMITTEE HELD ON MONDAY 04 SEPTEMBER 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 10 Admission of Public

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

06 11 Disclosure of Interests

None were given.

06 12 Minutes of the Previous Meeting

RESOLVED: That the Minutes of the meeting held on 31 July 2006 numbered 06 03 - 06 09 inclusive be received and adopted as a true record of the meeting.

06 13 Quarterly Newsletter

The Editor had produced the first draft of the Autumn 2006 newsletter. Members discussed some aspects of the new format (A3) and the content. It was agreed that she would make some changes and circulate the final version for approval by e-mail; Cllr. Mrs. Court would visit the office to see this version.

RESOLVED: That the above course of action be followed, and that following this circulation, the Editor be authorised to send the final copy to the printer by the due deadline.

Cllr. Mrs. Bratt was complimented on the fresh approach to the newsletter; this would be her first edition as Editor.

The Clerk informed Members that she had been telephoned with the news that the Council had won third place in the Newsletter of the Year Competition, and that a presentation would be made at the NALC Conference. Formal confirmation was awaited. Members congratulated the Chairman on this achievement, as he had been responsible as Editor for the success of the newsletter.

06 14 Parish Website

Members noted the comments of the Editor and the Clerk following their meeting with the Website developer, and the possible implications for the budget following that meeting. There were still, however, questions which needed to be resolved, and it was, therefore, agreed that another meeting be held with the Website developer to sort these points out before committing to any further agreement.

RESOLVED: (1) That the Clerk and the Editor meet again with the developer re the uploading of agendas and minutes, and other points as discussed

(2) That the results of this meeting be conveyed to the remaining Members by e-mail

(3) That the Clerk be authorised to negotiate and come to an agreement with the developer, following consultation with the Members of the Committee.

Members also approved the content of an article for placing on the website regarding Quality Council status, with a gallery of photographs.

RESOLVED: That the Clerk be authorised to submit the article and photographs for uploading to the website.

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06 15 **Printing and Distribution of Publications**

The Clerk reported that the dates had been agreed with Royal Mail for future distribution of newsletters up and including the Winter 2007/8 edition. Prices still had to be confirmed for these deliveries, but she would report to the next meeting.

RESOLVED: That the above information be noted and the contract with Royal Mail approved.

06 16 **To agree date of next meeting**

RESOLVED: That the date of the next meeting be left at the discretion of the Editor of the Newsletter and the Clerk.

06 17 **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