

# Holme Valley Parish Council

## MINUTES OF THE PUBLICATIONS AND COMMUNICATIONS COMMITTEE HELD ON MONDAY 31 JULY 2006 -

Those present :

Chairman : Cllr A R Otterburn

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

Officers : Mrs MA Bewick

### **Apologies for Absence**

An apology was received from Cllr. Bower.

### **06 03 Disclosure of Interests**

None were given.

### **06 04 Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the meeting held on 2 May 2006 numbered 05 66 - 05 74 and on 22 May 2006 numbered 06 01 - 06 02 inclusive be received and adopted as true records of the meetings.

### **06 05 Parish Website**

(1) New links from the Website - The Clerk reported that she had been asked by Honley Community Trust to provide a link to its website.

RESOLVED: That the Clerk be authorised to request links to appropriate sites as required, and that the action already taken be approved.

(2) E-vote - The Clerk reported that she had requested information about the results of the current e-vote but had to date not received a reply. It was felt that it was now appropriate to meet with the Website developer as the contract renewal date drew near. There were a number of points to raise in connection with e-votes and the supply of result information.

RESOLVED: That the Clerk arranges a meeting with the Website developer to discuss such points.

(3) Archiving of articles: It was agreed that the Clerk be authorised to archive articles on the website when she felt this was appropriate, for example after an event had taken place. Procedures for archiving minutes of Council and Committees were also agreed.

RESOLVED: That the Clerk be authorised to archive material as appropriate and at appropriate periods.

### **06 06 Quarterly Newsletter**

(1) Articles and information for inclusion in the Autumn 2006 newsletter were discussed as follows:

Chairman's Christmas Card - Cllr. Otterburn

Opening of Oldfield Play Area - suggested date 19 August at 4pm - Cllr. Mrs. Court

Opening of Thongsbridge Play Area - later on same day - Cllr. Mrs. Court

New Mission Statement, Aim and Objectives of Council - Committee review, etc - Clerk

RESOLVED: That the above articles be submitted to the Editor by the end of August 2006.

It was also RESOLVED that, with the agreement of the Finance and Management Committee, all grant recipients should be asked to supply a brief paragraph for the newsletter about how the grant would be used, and that the newsletter should contain regular information about grants.

It was also RESOLVED that there should be a series of articles about the changes to be introduced following the elections in 2007, and the Clerk was asked to prepare such articles and to request extra maps from Kirklees MC showing the ward changes.

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(2) Suggested deadlines for future editions had been supplied by the Editor, and the implications of these were noted, although Royal Mail delivery deadlines might alter some of the later dates.

RESOLVED: That the deadlines as suggested be followed.

**06 07 Printing and Distribution of Publications**

(1) Members notes the reply from Royal Mail regarding the problems with the first distribution. Whilst it was regretted that these had happened, it was felt that the subsequent distribution had been more successful. The Clerk was pursuing some omissions following this distribution.

RESOLVED: That no further action be taken in relation to the first distribution.

(2) It was now necessary to consider whether the distribution contract with Royal Mail should be continued, as bookings for Spring 2007 onwards had to be arranged soon in order to obtain the desired delivery dates.

RESOLVED: That the Deputy Clerk be authorised to arrange a further contract for another year, ie 4 issues commencing Spring 2007.

It was also noted that the change in the system for determining postal rates may have an impact on the cost of such deliveries. Further information would be obtained and reported to the next meeting.

**06 08 To agree date of next meeting**

It was agreed that no date be set for another meeting at the moment, but that it be left with the Editor to arrange a meeting if she felt it necessary to discuss the next newsletter.

RESOLVED: That the Editor be asked to agree a date for the next meeting with the Clerk.

**06 09 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**