

Holme Valley Parish Council

MINUTES OF THE PUBLICATIONS AND COMMUNICATIONS COMMITTEE HELD ON MONDAY 26 FEBRUARY 2007 -

Those present :

Chairman : Cllr A R Otterburn

Apologies for Absence

As only two Councillors were present, the Publications and Communications Committee was not quorate, and no business could be transacted. Some agenda items were discussed informally; notes follow.

Apologies for absence had been received from Councillors Michael Bower, Chilton and Mrs. Court.

Admission of Public

Disclosure of Interests

Minutes of the Previous Meeting

Minutes of the meeting held on 23 November 2006 numbered 06 18 - 06 25 inclusive noted

Quarterly Newsletter

Spring 2007 newsletter: suggested content and responsibility for production:

Electoral Ward and Member changes - Clerk

Budget 2007-08 - Clerk/Chairman

Cllr. Oldham - biographical details - Deputy Clerk in consultation with Honley Members

Issues in adjoining area that impact on Parish, eg. Mottram bypass - Cllr. Chilton

Usual information re meetings, surgeries, grants to be supplied by Office to Cllr. Mrs. Bratt

Deadline for copy to Editor - noon, 5 March 2007

Deadline for copy to Printer - 12 March 2007

Summer 2007 newsletter and Annual Report: impact of elections, etc on production:

Recommendation to Council that Clerk will act as Editor in transitional period until election of new Committees, etc, with technical assistance from Cllr. Mrs. Bratt

Recommendation to Council that Chairman of new Publications and Communications Committee should also be Editor of Newsletter

Deadline for copy to Editor - noon, 21 May 2007

Deadline for copy to Printer - 4 June 2007

Suggested articles:

50-100 word resumes from all Councillors - Clerk to make arrangements

New Chairman's welcome - Cllr. Kaye as Chairman Elect

History of Chairman's chain and badge of office - Cllr. Otterburn

Annual Report 2006-2007: given deadlines, Easter, Elections, etc need to make arrangements early

All Chairmen to be advised of need to produce report by early April - Clerk to contact

Copy to be with Editor by 16 April - Clerk to action

Parish Website

(1) To report on progress following change in website host provider and in updating procedures - Website now hosted by the Phone Co-op, and updating procedures in place; all working satisfactorily

Recommendation to Council that Clerk will act as Webmaster in transitional period until election of new Committees, etc, with technical assistance from Cllr. Mrs. Bratt

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(2) To approve entering into direct contract re e-vote software and to agree new questions to be published:

Recommendation to Council that this be put in place
Agree new questions at next meeting of Committee

(3) Request to provide a link to an unbiased Manchester Airport news page with up-to-date airport news including live flight information.

Recommendation to Council that this link be provided via the website for public information.

Publications and Communications

Area5 had offered to produce a promotional video via youtube about the Parish Council and to encourage people to stand as Parish Councillors. There was a cost involved in such a video.

Recommendation to Council that it does not proceed with such a video.

Freedom of Information Act 2000

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Chairman