

Holme Valley Parish Council

MINUTES OF THE PUBLICATIONS AND COMMUNICATIONS COMMITTEE HELD ON MONDAY 10 SEPTEMBER 2007 -

Those present :

Chairman : Cllr K L Smith

Councillors : Cllr Mrs R Bratt, Cllr J M Greenwood, Cllr C M Kaye, Cllr Mrs B E Smith,
Cllr B A Smith

Officers : Mrs MA Bewick

Apologies for Absence

Cllr. Greenwood apologised for his late arrival at the meeting. Cllr. Kaye was present in his ex-officio capacity as Chairman of the Council.

07 25 Admission of Public

It was noted that any detailed discussion of quotations received, if necessary, would need to be taken in private session. This was agreed.

07 26 Disclosure of Interests

None were given.

07 27 Minutes of the Previous Meeting

RESOLVED: That the Minutes of the meeting held on 16 July 2007 numbered 07 17 - 07 24 inclusive be received and adopted as a true record of the meeting.

07 28 Publications and Communications

(1) It was reported that only one quotation had been received in respect of printing and distribution of a new format for a monthly and quarterly newsletter for the Council. Two other companies had declined to quote. Members felt that the quotation received exceeded acceptable budget limits.

The Clerk also reported, as requested, with information about costs and implications of obtaining name and address details to assist with monitoring the effectiveness of delivery of the newsletter, but it was felt that this was not now needed.

If the Committee's aim was to reduce costs, Members, therefore, looked at different options for the continued production and distribution of the Council's newsletter. It was suggested that the Council could print the newsletter and Annual Report in-house, with several Members of the Committee volunteering to spend time supervising such print runs, and folding and binding copies as required by Royal Mail. This would involve consideration of the Council's present printing and photocopying facilities which were not designed for such long print runs.

Members also discussed expanding the content of the newsletter to make it more of a community magazine rather than reporting solely Parish Council activities. It was felt that this should be an item for discussion at a meeting in the future.

RESOLVED: (1) That the Council should continue, for the time being, with the production of a quarterly newsletter, with one edition including the Council's Annual Report

(2) That the Clerk be authorised to arrange a further year's contract with Royal Mail for distribution of the Council's quarterly newsletter and Annual Report, as currently.

It was then agreed that the Committee should explore various options for future printing of the newsletter, namely, in-house with Councillor assistance, either by a full print run, or by printing one copy in-house and photocopying further copies in-house, and lastly seeking further quotations from local printers. Cllr. Greenwood suggested that Holmfirth High School might be able to undertake such a print run, and agreed to make inquiries in this respect. Cllrs. K. Smith and B. A. Smith and B. E. Smith were willing to assist in production of the newsletter in-house.

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RESOLVED: That the Clerk obtains quotations in respect of the following options:

- (1) From suppliers, for the purchase of an A3 laser colour printer, to allow the newsletter to be printed in-house, on non-glossy paper
- (2) From suppliers, for the purchase of, or lease for, and maintenance contract for, a photocopier capable of double sided colour copying, for up to 12,000 copy runs
- (3) From printers, for the production of a quarterly A3 newsletter, one of which will be, in effect, a double issue to include the Council's Annual Report, 11,600 copies, full colour one side, black and white on second side, recycled and non-recycled paper, non-glossy paper (3 qualities), 80 and 100 gm weights.

07 29 Guidelines for Council Publications and Website

Members discussed the guidelines currently in place regarding information included in the Council's newsletter and on the website. It was felt that on the whole these still met the Committee's wishes, but that there could be an additional guideline to the effect that the Committee might wish to include information from organisations, associations, etc which had connections to the Council, eg where the Council appointed a representative to that organisation or association. All information or article content supplied by such an organisation or association would have to be approved by the Editorial Committee of the Council, and its inclusion would be considered case by case.

The Committee also agreed that it might in the future seek sponsorship from other organisations.

RESOLVED: That the above extension be added to the guidelines currently in place.

07 30 Quarterly Newsletter

The Editor outlined to Members why the deadline for the Photographic Competition had been extended to allow schools more opportunity to participate in the competition. She intended to contact all the schools again and would circulate all Committee Members with a copy of any such release for approval. This was noted and approved.

Members discussed the content for Winter 07 newsletter and the deadlines for submission of articles to the Editor, and of the newsletter to the printer and the delivery of the newsletter to Royal Mail.

RESOLVED: That articles as listed below be prepared for submission to the Editor by 3 December 2007 for submission of the final version to the printer by 17 December 2007; final proof-reading and approval to be obtained by electronic circulation of the copy prior to sending for printing.

- Photographic competition - given extension of deadline, entries and prizewinners should be known
- Editor
- Chairman's New Year message
- Brief biographical reports from two Councillors
- Reports from Grant recipients - two reports available, office to request further as required
- Valleys Community Transport Scheme - Cllr. Bailey to be asked to supply article
- Area Committee - details of meeting dates and locations - Clerk to check and supply information
- Regular items re dates of meetings, surgeries, contact details, etc - already known.

07 31 A Week of Communication

The Chairman outlined some ideas that she had had for a week or a month of communication with residents of the Holme Valley as a means of consulting and obtaining views of what local people would like to see in the Holme Valley; this could be via the newsletter, the website, at events, etc. She asked Members to think about this idea and to come back to the next meeting with their thoughts and views. She mentioned that the idea might be flagged at the Information Day being organised by Holmbridge WI, at the end of September 2007.

She also asked Members to communicate in the meantime via email, so that some of this idea could be outlined to the full Council in asking for its support. Members discussed briefly timing of such a communication period, in that it might be preferable to wait until spring to ensure that ideas have been clearly formulated and possible aspects or areas for consultation identified.

RESOLVED: That this idea be explored and discussed further at the next meeting of the Publications and Communications Committee, and that Members of the Committee be asked to give thought to this

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before that meeting.

07 32 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