

Holme Valley Parish Council

MINUTES OF THE PUBLICATIONS AND COMMUNICATIONS COMMITTEE HELD ON MONDAY 16 JULY 2007 -

Those present :

Chairman : Cllr K L Smith

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

Officers : Mrs MA Bewick

Apologies for Absence

All Members were present. An apology was accepted from Cllr. Kaye, in his ex-officio capacity as Chairman of the Council.

07 17 Admission of Public

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

07 18 Disclosure of Interests

None were given.

07 19 Minutes of the Previous Meeting

RESOLVED: That the Minutes of the meeting held on 20 June 2007 numbered 07 11 - 07 16 inclusive be received and adopted as a true record of the meeting.

07 20 Publications and Communications

Members discussed a possible new format, and an increased frequency for the Council's newsletter. Although concerns had been, and were, expressed about possible difficulties in terms of content and timescales, the majority of the Committee felt strongly that the Council should move to production of a monthly newsletter. It was again suggested that the Council should continue production of the quarterly coloured newsletter, with, in the intervening months, a single page A5-sized newsletter potentially incorporated into another organisation's publication.

In discussing this new format, it was felt that it would be necessary to review the guidelines previously adopted by the Council for the newsletter and website, and possibly widen the remit of what was allowable. It was agreed that such a review should be undertaken at the next meeting of the Committee and Members were asked to give thought to how the guidelines should be amended.

The production of a monthly newsletter was discussed in terms of implications for the production and editing of the content. It was felt that responsibility for editing these issues should be taken in turn by the Members of the Committee.

RESOLVED: (1) That the Publications and Communications Committee would recommend to the Council that the frequency of the newsletter be increased to monthly initially for a trial period over a year

(2) That it is envisaged that a quarterly coloured pull-out or pull-off newsletter be produced with a black and white A5 page in intervening months, as part of another publication

(3) That the Publications and Communications Committee would, therefore, meet on a monthly basis to agree content of the monthly newsletter

(4) That each Member of the Committee will assume editorial responsibility in turn for producing such a monthly newsletter

(5) That an item be placed on the agenda of the next meeting to discuss amendments to the guidelines currently in place regarding the newsletter and website.

As requested at the last meeting, quotations had been sought in respect of printing and distribution of newsletters, to be returned by lunchtime on 16 July 2007. Unfortunately, to date, the publisher of one publication had declined to quote for this work, and no reply had been received from the two other companies contacted.

Holme Valley Parish Council

The printer of the current publication had indicated his position in respect of continuing to print the quarterly coloured newsletter as present. Prices were given for a different weight of paper and for a different size and format. Members asked for a further price of using recycled paper. Given this information, but taking into account the previous resolutions, it was felt that the two companies, who had not yet responded, would have to be allowed extra time to respond. The Clerk had already contacted both companies and asked for a response to the Council's request; she was asked to repeat the request for an answer. Members were asked to contact the Clerk with details of any other organisations who might wish to quote for this work.

Given the above information and the contractual agreements already in place, it was agreed that the present arrangements for production of the newsletter should remain in place until the end of the agreed period.

RESOLVED: (1) That the present contracts with Royal Mail and Walker Design and Print be retained until the end of the agreed period
(2) That an extension be allowed to companies already requested for quotations
(3) That the cost of using recycled paper for printing be investigated.

07 21 Competitions and Awards

The Clerk confirmed that she had received details of two of the Judges for the Photography Competition from Holmfirth Camera Club, and from Holmfirth High School. The third Judge was to be a Councillor and it was agreed that the Chairman of the Council should be asked to act in this capacity. Further details of arrangements for judging should be left to the Judges and the Clerk was asked to contact the three judges to arrange a meeting at a suitable time.

RESOLVED: (1) That the three Judges for the Photography Competition be as indicated; Cllr. Greenwood to supply the Clerk with contact details for the High School pupil
(2) That the Clerk be authorised to make arrangements for the Judges to meet together to agree how to undertake the judging, and other details
(3) That an official acknowledgement be sent to the young student for her help and participation in this competition.

Cllr. Bratt also sought approval for producing and circulating a poster advertising the competition, and for production of a press release to be widely circulated. The Chairman reminded Members of the need to have any information to be released to the media approved by the Chairman of the Council and the Chairman of the appropriate Committee prior to release.

RESOLVED: (1) That the poster as circulated be approved and early distribution throughout the area approved
(2) That Cllr. Bratt also prepares a suitable press release to be approved by the Chairman of the Council, and of the Committee, and this be issued as soon as possible
(3) That the Chairman of the Committee supplies the Clerk with further contact details for all the local radio stations for publicity purposes.

07 22 Quarterly Newsletter

Members discussed the content for the Autumn newsletter 2007 and the deadlines for submission of articles to the Editor, of the newsletter to the printer and the delivery of the newsletter to Royal Mail.

RESOLVED: That articles as listed below be submitted to the Editor by 20 August 2007 for submission to the printer by 3 September 2007; final proof-reading and approval to be obtained by electronic circulation of the copy prior to sending for printing.

Photography competition - entries and prizewinners (if available) - Editor
Planning a Parish Appraisal - what's it about
- Chairman of Committee, with assistance from Cllr. Mrs. B. Smith, if necessary
Consultation of electors - seeking views on what is good, or not about the Holme Valley
- Chairman of Committee and Editor to agree questions, incorporated into response form
Introducing new Councillors - Cllrs. Bailey and Cropper
- Editor to contact and request brief biographical details
Details of grants awarded and brief reports from recipients
Dates of meetings and surgeries - already available

Holme Valley Parish Council

Contact details for all Councillors - already available.

07 23 Parish Website

Cllr. Bratt asked Members to consider new questions for the website online poll. She answered technical queries in relation to the format of questions, multiple polls, and statistical data.

RESOLVED: That the following questions be used for the online poll, appearing for three weeks each:

- Would you be for or against the provision of community wi-fi in the Holme Valley?
- Would you support the provision of a youth club for the 11-18 year olds in Holmfirth?
- Would you like to see film provision in the Holme Valley?

RESOLVED: That the consultation questions to be printed in the Council's newsletter should also be placed on the website in due course.

Cllr. Bratt also mentioned some possible options for altering, amending or introducing medium term changes to the Council's website. It was agreed that these ideas should be borne in mind and considered at a future date. Cllr. Greenwood agreed that, if possible, and if necessary, he would be happy to assist Cllr. Bratt with technical aspects. Possible additions in the future were online forms, data collection of e-mail addresses, electronic distribution of the newsletter. There would be data protection angles to investigate in this respect.

RESOLVED: That the above ideas be noted for future discussions.

07 24 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.

It was also agreed that the next meeting be held on 10 September 2007 at 6.15 pm.

.....

Chairman