

Holme Valley Parish Council

MINUTES OF THE PUBLICATIONS AND COMMUNICATIONS COMMITTEE HELD ON WEDNESDAY 20 JUNE 2007 -

Those present :

Chairman : Cllr K L Smith

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

Officers : Mrs MA Bewick

Apologies for Absence

No apologies were received.

07 11 Admission of Public

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

07 12 Disclosure of Interests

None were given.

07 13 Minutes of the Previous Meeting

RESOLVED: That the Minutes of the meetings held on 17 May 2007 numbered 07 01 - 07 02 and on 21 May 2007 numbered 07 03 - 07 10 inclusive be adopted as true records of the meetings.

07 14 Publications and Communications

(1) The Chairman presented the Committee with some ideas for possible changes to the format and frequency of the Council's newsletter. She had researched the possibility of the Council having a pull-off or pull-out section in a local publication which was currently funded mainly by advertisements, and, for a set price, the Council could take space monthly, in black and white, with an enlarged colour 4 page section, quarterly. The producer of this publication would also guarantee delivery of the magazine to every household in the Parish Council's area. Monitoring would be undertaken to check on delivery, and the Chairman also suggested that Members could undertake independent monitoring.

Members felt that this was an interesting idea which should be explored; there were certain aspects about which the Council would need reassurance, and which would require checking; some concerns were identified about the likely effectiveness of delivery, editorial control, Council resources to provide monthly information, meeting the Quality Council criteria, a perception that the Council might be seen to be endorsing advertisements which appeared in the publication. The question of the Council's Annual Return would also require consideration, as this had a legal deadline for publication.

It was also noted that the Council had existing contractual agreements with the current printer and with Royal Mail for distribution, but that this would allow time for the new ideas to be investigated thoroughly.

RESOLVED: (1) That the Committee would recommend to the Council that the format of the newsletter be changed and its frequency increased to monthly with an enlarged edition every quarter

(2) That the Clerk be asked to obtain quotations for the above changes and that such quotations be obtained in time for consideration for the next meeting

(3) That the Clerk investigate the question of Quality Council criteria, of obtaining addresses for delivery purposes and other aspects raised.

In discussions, the Chairman also proposed that the Council should organise a Week of Consultation to promote wider consultation and greater awareness of the needs and aspirations of Valley residents. It was felt that such an idea would ideally support the desire to develop a strategic plan for the Council and would support the future development of a Parish Plan. The Chairman of the Council was present in his ex-officio capacity; on his and the Clerk's advice, it was felt that such an idea should be presented to the Strategy and Policy Committee in the first instance, to gain the Council's support for the development of such a strategy.

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RESOLVED: That an appropriate item be placed on the agenda for the next meeting of the Strategy and Policy Committee and that the Chairman of the Publications and Communications Committee be asked to present this idea to that Committee.

- (2) Information relating to newsletter and website guidelines had been circulated and was noted.
- (3) General information relating to Quality Council requirements had been circulated and was noted.
- (4) Members were circulated with a breakdown of costs for 2006-07.

RESOLVED: That the above information and reports be noted.

07 15 Competitions and Awards

The Editor circulated further details of the Photography Competition to be advertised in the newsletter and on the website. Members discussed aspects of this report and agreed final details. Further arrangements would need to be made as to the choice of judges; information was awaited from Cllr. Greenwood as to possible High School involvement.

RESOLVED: (1) That the rules, conditions and restrictions as laid out, be approved and the Editor authorised to publish this information on the Council's website

(2) That the Editor be authorised to arrange for a temporary e-mail address with the Phone Co-op for receipt of competition entries

(3) That the prizes be funded from the internet budget provision.

07 16 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