

# Holme Valley Parish Council

## MINUTES OF THE PUBLICATIONS AND COMMUNICATIONS COMMITTEE HELD ON MONDAY 21 MAY 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.

### **07 03 Admission of Public**

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

### **07 04 Disclosure of Interests**

None were given.

### **07 05 Minutes of the Previous Meeting**

RESOLVED: That the notes of the inquorate meeting held on 26 February 2007 be received as a true record of the meeting.

### **07 06 Appointment of Media Spokespersons**

RESOLVED: (1) That the Chairman and Vice-Chairman of the Council and the Clerk be the delegated Spokespersons for the Council with the press or other media

(2) That, in respect of press releases from the Council, the Chairman of the Council together with the appropriate Committee Chairmen, be authorised to prepare, agree and issue all press releases from the Council; all such press releases to be confirmed by the Chairmen prior to release; Chairmen should liaise with their Vice-Chairmen in this respect.

### **07 07 Quarterly Newsletter**

In an initial discussion about the Council's newsletter and Annual Report, Members new to the Committee requested that a special meeting of the Committee be held to discuss the format, frequency, production and distribution aspects of the Council's publications. The Clerk was asked to produce a breakdown of costs of these for the last financial year.

RESOLVED: That an extra meeting of the Publications and Communications Committee be held on Wednesday, 20 June 2007 at 5.30 pm for the above discussion.

Members then discussed the content for the Summer 2007 newsletter, with the Editor illustrating ideas to date, and suggestions for inclusion.

RESOLVED: That the content of the newsletter be as suggested and agreed:

New Chairman to submit article - Clerk to remind

Details of new Council - Clerk awaiting permissions from Members;  
once obtained, information to be supplied

Dates of meetings and surgeries - Clerk to provide

Arts Trail - mural launch - provided

New play area - Brockholes - Clerk to provide further information to Editor

Information from grant recipient provided

Photography competition - further information to Editor,

Cllr. Greenwood to make inquiries at High School

Clerk to approach Holmfirth Camera Club for details of judge.

It was also noted that the Editor would email the final version for proof-reading by all Members of the Committee prior to sending for printing.

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The Clerk explained that the content of the Annual Report 2006-07 was, to a large extent, pre-determined by Quality Council requirements. Some reports were still awaited by the Editor. The Annual Report included details of the Councillors serving in 2006-07, as opposed to the newsletter which would include contact details for the new Council.

RESOLVED: That the above information be noted and the arrangements put in hand for the Annual Report 06-07 approved.

### **07 08 Parish Website**

The Clerk indicated that in the short-term she would supply the Webmaster with all the changes to Council and Committee membership and the appropriate list of meeting and surgery dates, to ensure that the Website is kept up to to date. Further consideration of the website and its content could be left to a future meeting.

RESOLVED: That this course of action be followed.

### **07 09 Competitions and Awards**

(1) It was suggested that the Committee could run a Holme Valley Photography Competition for publication in the newsletter and on the website. The Competition would invite residents to send a photograph of the view taken from the resident's favourite public seat. There should be three categories: primary school children, young people aged 18 and under, and adults, with appropriate modest prizes, to be funded from the Publications and Communications budget. Members felt this was an excellent idea and would encourage involvement from local residents.

Some rules were agreed, in that no Councillors would be allowed to enter, and some suggestions were made as to possible judges; it was suggested that the Chairman of the Council, a senior student from a local High School, and a representative of Holmfirth Camera Club be invited to act in this capacity.

RESOLVED: (1) That such a competition be launched in the Summer 2007 newsletter; further details to be agreed at the next meeting, but the Editor be authorised to word further details as necessary to suit timings of the publication and school holidays

(2) That Cllr. Greenwood be asked to make inquiries at Holmfirth High School about the feasibility of a senior student acting as a Judge

(3) That the Clerk contacts Holmfirth Camera Club with a similar request.

(2) Members considered whether entries to the LCR/Co-operative Bank Communications Awards for the Website of the Year, Newsletter of the Year and Annual Report of the Year should be submitted this year. As the deadline was so close, it was felt that this should not be pursued at this time, but considered again in a future year.

### **07 10 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**