Holme Valley Parish Council

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To all Members of the Publications and Communications Committee

You are hereby summoned to attend a Meeting of the Publications and Communications Standing Committee to be held in the **EXHIBITION ROOM** at **HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 5 SEPTEMBER 2022** at **7pm** to transact the following business: -

- AGENDA – (A)

	Welcome	**7.00pm**
	Public Question Time	
	Prior to the commencement of the business session of the Committee, there will be an open session lasting 15 minutes, for members of the public to speak to the Committee.	
	PROCEDURAL MATTERS	
2223 16	**Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**	**7.15pm**
	As Local (Parish & Town) Council meetings can now be recorded, the Chairman to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided.	
	The Clerk present is already recording the meeting in video to upload to the Parish Council's YouTube channel.	
2223 17	**Election and installation of Chairman of Publications and Communications Committee for remainder of 2022-23 Council Year**	**7.16pm**
	This matter was deferred from the Annual Council meeting on 16-5-2022 and from Publications and Communications Committee meeting on 23-5-2022. Nominations and selection to take place in accordance with Standing Orders.	
	To elect and install: **Chairman of the Publications and Communications Committee for remainder of the Council Year 2022-23**	
2223 18	**Vice-Chairman of the Publications and Communications Committee for remainder of 2022-23 Council Year**	**7.25pm**
	Nominations and selection to take place in accordance with Standing Orders.	
	To elect: **Vice-Chairman of the Publications and Communications Committee for remainder of Council Year 2022-23**	
2223 19	**Apologies and reasons for absence**	**7.30pm**
	Prior to the commencement of the meeting the Clerk will email out apologies received and reasons for absence. This is to give members the opportunity to consider reasons before the motion below is voted on.	

Clerk to report.

To consider: **accepting all apologies and reasons for absence received.**

2223 20 **Members' and Officers' personal and disclosable pecuniary interests in items on the agenda** **7.35pm**

Members and officers will have the opportunity to disclose any personal or pecuniary interests they may have in items on the agenda.

To receive: **Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

2223 21 **Written requests for new DPI dispensations** **7.37pm**

Any new DPI dispensations received prior to the meeting will be emailed out to members prior to the commencement of the meeting. Subsequent to the meeting these will then be uploaded to HVPC website.

Clerk to report.

To note: **written requests for new DPI dispensations**

2223 22 **Items on the agenda to be discussed in private session** **7.39pm**

Members are invited to consider if any items need to be discussed in private session. Where this is agreed the discussion of these items will be redacted from the public video recording and any members of the public attending the meeting will be asked to wait in another part of the building whilst the item is considered.

Clerk to report.

To consider: **Items on the agenda to be discussed in private session.**

2223 23 **The Minutes of the previous Committee meeting** **7.40pm**

The Minutes of the PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE Meeting held on 23 May 2022, numbered 2223 01 to 2223 15 inclusive **(B)** were approved at the FULL COUNCIL meeting on 11-7-2022 and are to be noted.

Chairman of PUBLICATIONS AND COMMUNICATIONS COMMITTEE to report.

To note: **the Minutes of the PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE Meeting held on 23 May 2022, numbered 2223 01 to 2223 15 inclusive.**

FINANCIAL MATTERS

2223 24 **Committee Finance Report** **7.43pm**

The monies available to the Committee are as set out in *The Publications and Communications YTD Budget against Expenditure 2022-23 Report* **(C)**

To note: **the monies available from the 2022-23 budget in relation to upcoming agenda items.**

COMMUNITY ENGAGEMENT

2223 25 Tidy Trader Awards 2022 7.50pm

The Tidy Trader 2022 Nominations Report has been provided to Committee Members for consideration. There is currently a budget of £100 for this award. The two trophies have been returned to the Council from previous winners.

Clerk to report further.

To consider: **approval of two Tidy Trader 2022 gold award competition winners and at least three silver award winners.**

To consider: **arrangements for notifying winners and for the Chairman of the Council and another councillor to present the awards.**

2223 26 Annual Awards – arrangements for 2022-23 8.05pm

The Community Champions Award 2021-22 were most successful, with a well-attended presentation in the Annual Parish meeting. Arrangements for nominating and presenting Community Champions Awards for 2022-23 will be considered at the Publications and Communications Committee meeting on Monday 14 November 2022.

With the current Council having entered its final year the Committee may wish to explore further awards categories for 2022-23.

Clerk to report further.

To consider: **the creation of, arrangements for and funding of additional HVPC awards for 2022-23.**

2223 27 Publicising the role of a Parish Councillor prior to the May 2023 elections 8.15pm

A new Parish Council is due to be elected in May 2023. It is critical that suitably committed and eligible candidates opt to stand for election. The Parish Council has a role in publicising the forthcoming opportunity for eligible candidates to put themselves forward for election. See Local elections 2021 and 2022 resources **(D).**

Clerk to report further.

To consider: **actions and timescales needed to ensure eligible candidates opt to stand in the election for the Holme Valley Parish Council in May 2023.**

MEDIA AND PUBLICITY

2223 28 Publicising the work of the HOLME VALLEY PARISH COUNCIL through print media 8.25pm

The Clerk is working on supplying community publications with a once-a-year tailored article regarding the work of the Parish Council. For 2022-23 this will focus on advertising the forthcoming May 2023 local elections and signpost residents to how they might put themselves forward to be parish councillors.

The full-page monthly Holme Valley Parish Council Report in the Time In Time Out Magazine has now featured in the July, August and forthcoming September issues **(E)**.

The formal HVPC Annual Report has been produced by the Deputy Clerk, published online and made available in paper format at the Civic Hall. Work remains to be done on producing the more accessible and engaging A5 leaflet planned. A possible alternative to using Royal Mail would be to use TITO to design and distribute such a leaflet – see email **(F)**; attached is their version of the formal Annual Report **(G)** that could be produced and distributed for £700 plus VAT.

Clerk to report.

To note: **Print reports of the work of HOLME VALLEY PARISH COUNCIL published June-September 2022.**

To consider: **further actions regarding the production and publication of annual reports regarding the work of HOLME VALLEY PARISH COUNCIL.**

2223 29 Social media and website coverage 8.30pm

The Deputy Clerk/RFO continues to post items relevant to the work of HOLME VALLEY PARISH COUNCIL to the HVPC website and Facebook page. The Deputy Clerk is investigating introducing possible controls with regards to the Facebook page, whereby those wishing to comment on posts have to be mindful of expected standards. This is to deter inappropriate or offensive posts being made.

Clerk to report further.

To note: **the continuing use made of the HVPC website and Facebook page by the Deputy Clerk/RFO to publicise the work of the Council.**

To consider: **the use of controls with regards to posting comments on the HVPC Facebook page.**

CORRESPONDENCE

2223 30 HVPC Signs and Information Update 8.40pm

There are several possible future developments to draw to the committee's attention, not least as they may have implications for the budget 2023-24.

The development of a Holmfirth Electronic Noticeboard may be a project undertaken by a community group. If this progresses a grant may be sought from the Parish Council. A possible block to the further development of this project is the question of how such an installation would be managed and by whom.

The possibility of 'boulder' signage for Holmfirth, similar to that marking the Meltham boundary has been raised by a Councillor. This would act to raise the profile of Holmfirth and enhance civic pride. The Councillor concerned has been asked to investigate possible costings for future consideration.

Clerk to report further.

To note: **HVPC signs and information update.**

2223 31 Items for publicity **8.45pm**

A standing item to put forward potential items for publicity arising from the meeting.

Meeting to finish 8.50pm.

Please note that timings on the agenda are given for guidance of the Chairman and the Committee only and should not be taken as the time at which discussion of a particular item will commence. The Committee may agree to defer (in whole or part) any items on the agenda, if necessary.

Please further note that these papers are being produced and sent out on the early date of Thursday 25 August 2022 in acknowledgement of possible post delivery delays due to industrial action.

Jen McIntosh

Clerk

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Holme Valley Parish Council

B

DRAFT MINUTES OF THE PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE HELD AT HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS ON MONDAY 23RD MAY 2022 AT 7PM

Those present:

Chairman: Cllr J Brook
Members: Cllr K Bellamy, Cllr R Hogley
Officers: Mr Rich McGill (Deputy Clerk, RFO)

Absent: Cllr M Bustard, Cllr B Lockley

As no Committee Chair was elected at the Annual Council meeting 16th May 2022, Cllr Brook continued as Chair in the interim.

Cllr Brook welcomed Councillors to this first Committee meeting of the new Council year.

Public Question Time

No members of the public were present. No Councillors wished to speak as a member of the public.

2223 01 **Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

Council meetings can now be recorded. The Deputy Clerk recorded the meeting in video format to upload to the Parish Council's YouTube channel.

No other requests to record the meeting were received.

2223 02 **Election and installation of Chairman of Publications and Communications Committee for 2022-23**

This matter had been deferred from the Annual Council meeting 16th May 2022.

Members present wanted all Members including those not present to have the opportunity to put themselves forward for the post of Chair.

RESOLVED: to defer the election of Chair of the Publications and Communications Committee for Council Year 2022-23 to the next Committee meeting September 5th 2022.

2223 03 **Vice-Chairman of the Publications and Communications Committee for 2022-23**

Likewise, this matter had been deferred from the Annual Council meeting 16th May 2022.

Members present wanted all Members including those not present to have the opportunity to put themselves forward for the post of Vice Chair.

RESOLVED: to defer the election of Vice Chair of the Publications and Communications Committee for Council Year 2022-23 to the next Committee meeting September 5th 2022.

2223 04 Apologies and reasons for absence

Two Members were not in attendance and the Officer had not received apologies. However, the Deputy Clerk is not the regular, designated Committee Officer and he was not able to check apologies that might have been sent to the Clerk's email account.
RESOLVED: to defer approval of any apologies received to the next meeting.

2223 05 Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were declared

2223 06 Written requests for new DPI dispensations

No written requests for new DPI dispensations had been received.

2223 07 Items on the agenda to be discussed in private session

RESOLVED: no items to be discussed in private session.

2223 08 The Minutes of the previous Committee meeting

NOTED: the Minutes of the Publications and Communications Standing Committee Meeting held on 21 March 2022, numbered 2122 61 to 2122 68 inclusive, already approved by Council.

FINANCIAL MATTERS

2223 09 Committee Finance Report

The RFO reported on the year-to-date expenditure against the Committee's budgets which all related to the Platinum Jubilee Wildflowers Project. Cllr Hogley reported that some smaller expenses would further accrue to this project, and later in the year a larger expenditure on trees for local schools would also be incurred.
NOTED: the monies available from the 2022-23 budget in relation to upcoming agenda items and the year-to-date expenditure.

2223 10 Her Majesty the Queen's Platinum Jubilee Celebrations

NOTED: two beacon lighting events in the Holme Valley to mark the Jubilee. Both will have official, Parish Council representation. They are:

1. Cliff Recreation Ground, Holmfirth – under the stewardship of *Friends of Cliff Recreation Ground,* - Vice Chair of Council, Cllr Blacka, and Cllr Hogley in attendance.
2. The lighting of a beacon at Holme Moss, – the beacon provided and managed by the Royal Institution of Chartered Surveyors (RICS) as part of the UK's Anchor Chain of beacons, - Chairman of Holme Valley Parish Council, Cllr Brook in attendance.

Furthermore, it was noted that there are a range of smaller events being held across the Parish, several of which had been supported through Parish Council grant awards, including Platinum Jubilee Small Grant awards from this Committee. Some of these have informally requested HVPC representation.
RESOLVED: The Deputy Clerk would circulate details of other local events to ward Councillors who may wish to attend on behalf of the Parish Council.

The Chairman of Council asked that he be given as much notice as possible if his presence is requested at events because he has limited availability.

Councillors considered sending a greetings card to Her Majesty.
RESOLVED: Officers would send a Beebomb with accompanying card to Her Majesty the Queen to celebrate her Jubilee. Cllr Hogley would forward a Beebomb.

2223 11 Covid Memorial update

The Clerk had reported. Following on from the Committee's consideration of a free-standing or wall-mounted tree design, the Clerk had emailed the artist, Mick Kirby-Geddes, to ascertain what kind of memorial might be possible within the budget of £5,000, and to communicate the key points raised on 7th February 2022 regarding the memorial. Mr Kirby-Geddes replied that, for £5,000, a sculpture can be created from galvanised steel, powder-coated to ensure durability and installed. The Clerk had yet to make initial approaches regarding possible locations for the memorial. These will be reported back at the meeting on 5th September 2022 after which a working party can be established to take the project forward. Holmside Memorial Gardens was considered one potential site along with outside the Civic Hall.
***NOTED*:** Members noted the progress regarding the commissioning of the memorial.

The artist had questioned whether the Committee wished this to be very much a COVID-specific memorial or whether the sculpture can morph in time to being a more general memorial tree.
RESOLVED: The Committee resolved that the tree would be a COVID-specific memorial.

Members considered a dateline for the memorial tree.
RESOLVED: The Committee resolved that the tree should be commissioned and installed during this Council year 2022-23.

Members considered other arrangements needed for the establishment of the memorial.
RESOLVED: The Committee resolved that an Officer would consult with Kirklees Council regarding applying to install a memorial, permissions needed, getting statutory heritage planning approval, and securing any necessary licence.
RESOLVED: The Committee resolved that an Officer would investigate the sort of memorial tags which would adorn the tree including, for example, the tags that the artist had used on similar projects.

The artist would also be asked about the possibility of engraving pertinent phrases, - such as "Neighbourliness," "Mutual Aid," "Community," - onto the tree itself.
A name for the Tree would be considered in future.

2223 12 Honley Show Advertising/Sponsorship

Honley Show Company Ltd had submitted a costed sponsorship proposal amounting to £1,000 for consideration by the Committee.
RESOLVED: The Parish Council agreed to sponsor the 8–16-year-old Centenary Handicrafts award, which it had sponsored last year, to the amount of £100. The Honley Show organisers could use this money as they saw fit as long as the money was used to promote the award, - that is, for example, either as prize money or towards publicising the competition. This expenditure would come from 4610 Publications and Publicity.

COMMUNITY ENGAGEMENT

2223 13 Tidy Trader Awards 2022

Members considered arrangements for a possible revival of the Tidy Trader Awards.

RESOLVED: *that the Tidy Trader Awards be revived in 2022.*

Specifically,

- The award would continue with two gold award winners and at least three silver award winners. There was some flexibility with the amount of silver awards.
- There would not be a bronze award.
- Designated ward Councillors would be asked to retrieve the gold awards which were presented to the previous winners, - Devour of Thongsbridge and Taylors Foodstore of Honley. As a ward Councillor for Wooldale, Cllr Brook would retrieve the trophy from Devour. As a ward Councillor for Honley, Cllr Greaves would be asked to retrieve the trophy from Taylors.
- The Parish Council would look to revive the wording of criteria of the previous award, regarding the award being essentially for the external appearance of a business and did not want to over-complicate the criteria.
- Councillors would be invited to submit up to 2 nominations for the awards. Nominations must include a photograph and a narrative description of why the nominee is being proposed.
- The closing date for nominations would be the 19th August 2022.
- The winners would be decided at the next Committee meeting September 5th 2022.
- The Chairman of Council, accompanied by another Councillor, would visit the winners to present the awards at a date to be arranged.

MEDIA AND PUBLICITY

2223 14 Publicising the work of the HOLME VALLEY PARISH COUNCIL through print media

The demise of the Holme Valley Review has deprived the Council of its main print media channel of communication. With the publication of the Annual Report pending, the Clerk has investigated other possibilities for getting printed copy of the Council's work to Parish households. Members considered print-media options for publicising the work of Holme Valley Parish Council.

RESOLVED:

i. That the Parish Council would have a one-page feature in each monthly edition of Tito magazine. This would be engaged as soon as possible with start-up stories of the election of the new Chair and Vice Chair of Council, and photo stories of the Jubilee Wildflower Project, Beacons, Tidy Trader awards.
ii. That a formal annual report would be produced, published online and available in paper format in small quantities at places like the Civic Hall. The Deputy Clerk would investigate how widely distributed and in what formats the annual report needs to be to meet the Council's responsibilities.
iii. That a more friendly, engaging and accessible publication in an A5 booklet/leaflet format be produced annually to be sent via Royal Mail to all households of the Holme Valley. The first edition would be issued by September 2022. This would, firstly, introduce the variety of work of the Parish Council and, secondly, encourage local people to consider standing for the Parish Council in the new Council term starting in 2023. Once the annual report was finished, Cllr Hogley would work with Officers to produce content for this booklet. Cllr Hogley would also support Officers with arrangements with Royal Mail.
iv. That Officers would investigate the range of community publications within the Holme Valley, - like Hepworth "Focus" and Hade Edge "Breeze," for example, - with a view to supplying a once-a-year, tailored article in each about the Parish Council's work in that specific area.

2223 15 Social media and website coverage

The Committee noted that the Deputy Clerk/RFO continued to post items relevant to the work of the Parish Council to the HVPC website and Facebook page, - for example, photographs and information about the Community Champion award winners. Members considered ongoing news stories.

RESOLVED: the Deputy Clerk would post news items on the elections of the Chair and Vice Chair of Council to the Parish Council's website and Facebook page with photos.

Members discussed the dormant Holme Valley Parish Council twitter page. Members did not know how to access this page either to manage it or to delete it.
RESOLVED: Cllr K Bellamy would ask Kirklees Cllr D Bellamy if she had access to the page.

AOB: Cllr Brook, Chairman of Holme Valley Parish Council, reported that he had made arrangements for his civic service which was to be held at Full Life Church the afternoon of Sunday 4th December 2022. Officers would invite dignitaries including the local MP and other community leaders like trustees of Holmfirth Civic Hall and Friends of Honley Library to the event.

Cllr Brook also reported that he and Cllr Blacka would both be attending the ceremony to Wooldale phonebox.

Members asked that Officers petition Kirklees Council to remove the sign to the old Council offices which still indicates that the Parish Council is based there.

Meeting finished 8.05pm.

C

Expenditure against Budget 2022-23

Publications and Communications Budget against Expenditure Year-to-Date

CODE	DESCRIPTION		Starting Budget	Revised Budget	April	May	June	July	August	September	October	November	December	January	February	March	Total	Remaining	
	Publications & Communications Committee																		
4600	Community Champion	0.00%	£250	£250	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00	4600
4610	Publications and Publicity	12.17%	£6,000	£6,000	£0.00	£0.00	£310.00	£210.00	£210.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£730.00	£5,270.00	4610
4615	Royal Events	64.76%	£10,000	£10,000	£451.00	£5,434.00	£18.81	£29.94	£110.00	£431.95	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,475.70	£3,524.30	4615
4620	Tidy Trader Awards	0.00%	£100	£100	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	4620
4625	Website & Media	0.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	4625
4630	Special Projects	0.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	4630
	Total Publications & Communications	39.27%	**£18,350**	**£18,350**	**£451.00**	**£5,434.00**	**£328.81**	**£239.94**	**£320.00**	**£431.95**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£7,205.70**	**£11,144.30**	

	Earmarked Reserves	**Opening Balance**	**Net Transfers**	**Current Balance**
336	EMR Royal Events	£10,000		£10,000.00
337	EMR Covid Memorial	£5,000		£5,000.00

D

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FREQUENTLY ASKED QUESTIONS ON LOCAL COUNCIL ELECTIONS

Why would I want to be a councillor?

Local (parish and town) councillors are passionate about their communities and seek to make a change to help improve the lives of their residents. Local councils run numerous services, depending on their size. These include introducing solar panels, setting up dementia-friendly groups, organising community buses, creating neighbourhood plans, implementing suitable housing, establishing youth projects, managing allotments and open spaces, maintaining footpaths, public seating and litter bins.

Becoming a councillor is a rewarding experience. A councillor's role can include responsibilities such as developing strategies and plans for their community, helping with problems and ideas, representing the community, working with other local community groups, decision making and reviewing decisions and talking to the community about their needs and council decisions.

How do I become a councillor?

There are six simple steps to becoming a councillor:

1. Check for elections in your area by emailing your elections officer.
2. Submit your nomination to the returning officer — find out more about the process
3. Wait for your nomination to be accepted
4. Your nomination is made public by the principal authority
5. Start your elections campaign
6. Polling day – find your polling station

Am I eligible to stand for election?

You must be:

- A British citizen or a citizen of the Commonwealth, or the European Union;
- 18 years of age or older, and;
- meet at least one of the following four criteria:
    a. You are and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards.

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b. You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of the election.
c. Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area.
d. You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of the election.

To find out more about eligibility criteria, please visit the Electoral Commission website.

What do councillors do?

Local councillors have three main areas of work:

1. Decision-making: through attending meetings and committees with other elected members, councillors decide which activities to support, where money should be spent, what services should be delivered and what policies should be implemented.

2. Monitoring: councillors make sure that their decisions lead to efficient and effective services by keeping an eye on how well things are working.

3. Getting involved locally: as local representatives, councillors have responsibilities towards their constituents and local organisations. These responsibilities often depend on what the councillor wants to achieve and how much time is available. The day-to-day work of a councillor may include:

   - going to meetings of local organisations and community groups
   - going to meetings of bodies that affect the wider community, such as the police, the Highways Authority, schools and colleges
   - taking up issues on behalf of members of the public, such as making representations to the principal authority
   - running surgeries for residents to bring up issues

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What do local councils do?

Your local council has overall responsibility for the wellbeing of your local community. They have a range of powers and duties that relate to the community in which they serve. Their work falls into three main categories:

1. Delivery of services including allotments, leisure facilities, bus shelters, litter bins, car parks, local illuminations, community centres, parks and open spaces, public toilets, street lighting, and festivals and celebrations.

2. Improve the quality of life through local housing and infrastructure through neighbourhood plans, promoting dementia-friendly communities, tackling loneliness, acting as community hubs, and funding cut community projects and vital services.

3. Give communities a voice to the local police and health services, on planning matters with principal authorities and developers, and to parliamentarians and government.

What training and support is there?

Councillors can receive training and support via their county association, which are the representative bodies for local councils in their county area.

What is the time commitment?

NALC's *Diversity in Local Councils in 2018* report found that councillors put aside, on average, three hours a week for council work. This works out to an average of 144 hours per annum.

For more information, please get in touch with policycomms@nalc.gov.uk.

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MAKE A CHANGE BECOME A COUNCILLOR

The National Association of Local Councils (NALC) is calling on all community heroes to step up and become a local (parish and town) councillor at the 2021 elections.

What do councillors do?

Local councillors are the champions of their community who invest time in local projects and issues to the benefit of residents and the neighbourhood. Councillors attend to local needs of residents, local groups and businesses, make decisions on local services, collaborate with district and borough councils to adhere to local needs, and progress vital projects to invest in the future of the community.

What do councils do?

Councils lead on community services such as allotments, footpaths, public seating and litter bins, but also larger projects such as the running of local transport, leisure services, youth services and climate change initiatives. These activities are funded by a local tax, called a precept which is determined by the council.

How long does it take?

NALC's Local Councillor Census Survey found that councillors put aside, on average, three hours a week for council work. Council work often includes attending meetings, engaging with residents and speaking to local groups and bodies on behalf of the council.

Can I stand for election?

You must be:

- A British citizen, or a citizen of the Commonwealth, or the European Union
- 18 years of age or older
- Live in an area that is served by a local council

How can I get involved?

Contact your local council or visit www.nalc.gov.uk/elections to find out more.

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<NAME OF COUNCIL> JOINS NATIONAL CAMPAIGN TO URGE RESIDENTS TO MAKE A CHANGE AND BECOME A COUNCILLOR

<Name of council> is taking part in a national campaign to encourage residents in England to stand in the 2021 local elections.

The aim of the Make A Change campaign is to call on people – especially those undiscovered community heroes – who are passionate about our local area to put themselves forward to be elected to sit on a local (parish and town) council as a councillor. The campaign will run from <enter date> to <enter date>.

<Name of council> will be holding events such as <enter types of events> to give those who want to know more about being a local councillor the opportunity to get that information, and for us to also explain the good our council does for the local area. And we have a range of resources – posters, flyers, videos and online information – which we will be using to aid us in this.

Today, there are 10,000 local councils in England, with 100,000 councillors. They are the heroes of their communities and give residents a voice on the decisions the council makes. With this campaign, we want to let prospective councillors know that through the work of a councillor, they can make a real difference in our community.

The work our council does is both exciting and rewarding. <Add recent projects>. An integral part of this work is the job councillors do: engaging with local people, groups and businesses to find out their needs; making decisions on the services and projects the council should take forward; and getting involved to ensure services are meeting the community's needs.

We are now asking people who want to improve the quality of life for their fellow residents to see <name of council> as a tool to make that change and stand for election.

<Quote from chairman or other>

— CONTINUES —

Q&A: What residents need to know about becoming a local councillor

Who can stand?

There are only a few rules to stand for election. Residents must be:

- A British citizen, or a citizen of the Commonwealth, or the European Union

nalc
National Association of Local Councils

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk
a: 109 Great Russell Street, London WC1B 3LD

- 18 years of age or older
- Live in an area that is served by a local council

Does the role require much time to be dedicated to it?

On average, it will be three hours a week. This often includes attending meetings, engaging with residents and speaking on behalf of the council to other bodies.

How can people apply to stand?

Contact **<name of council>** at **<contact details>** to find out more or visit www.nalc.gov.uk/elections

— ENDS —

Note to editors

About: <insert information about your council here>

Weblinks:

<Insert any weblinks here>

www.nalc.gov.uk/elections

Contact: <insert contact details here>

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NOVEMBER 2020

SUGGESTED SOCIAL MEDIA TEXT

Facebook

The next bout of local elections is coming up in May 2021. **<council name>** has joined with @NationalAssociationOfLocalCouncils to call on all community heroes to stand for election to help #MakeAChange. Find out more at **<www.nalc.gov.uk/elections or another weblink>**.

<council name> know the power of the council is in its community. You are the voice of the people. That is why we are calling on you to stand for election in May 2021 to help #MakeAChange in your community to help improve the lives of residents. Find out more at **<www.nalc.gov.uk/elections or another weblink>**.

<council name> needs you! We have joined @NationalAssociationOfLocalCouncils is calling for community heroes to stand for the local elections in May 2021. We want people of all backgrounds and experience to represent the community and help #MakeAChange. Find out more at **<www.nalc.gov.uk/elections or another weblink>**

Are you passionate about your community? Do you want to help make a long-lasting change? Do you have innovative ideas for the council? Do you have concerns about a specific issue and want to do something about it? If this is you, then **<council name>** need you. We need people from all backgrounds and experiences who reflect their community to put themselves forward for election. #MakeAChange and become a councillor. Find out more at **<www.nalc.gov.uk/elections or another weblink>**.

Twitter

Elections season is coming up! We are joining @NALC in calling on all community heroes to stand for local #elections in May 2021 to help #MakeAChange. Find out more at **<www.nalc.gov.uk/elections or another weblink>**.

You can #MakeAChange in your community – stand to be a #councillor in your local (parish or town) council at the local #elections in May 2021. Find out more at **<www.nalc.gov.uk/elections or another weblink>**.

@NALC is calling for all community heroes to stand for election in their local #elections in May 2021. You can help #MakeAChange for residents in your area by becoming a councillor. Find out more at **<www.nalc.gov.uk/elections or another weblink>**.

Are you passionate about your community? Do you have concerns on a specific issue and want to do something about it? If so, then we need you. We need people from all backgrounds to help

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#MakeAChange and stand for election next year. Find out more at **<www.nalc.gov.uk/elections or another weblink>**.

© NALC 2020

CALLING ALL COMMUNITY HEROES

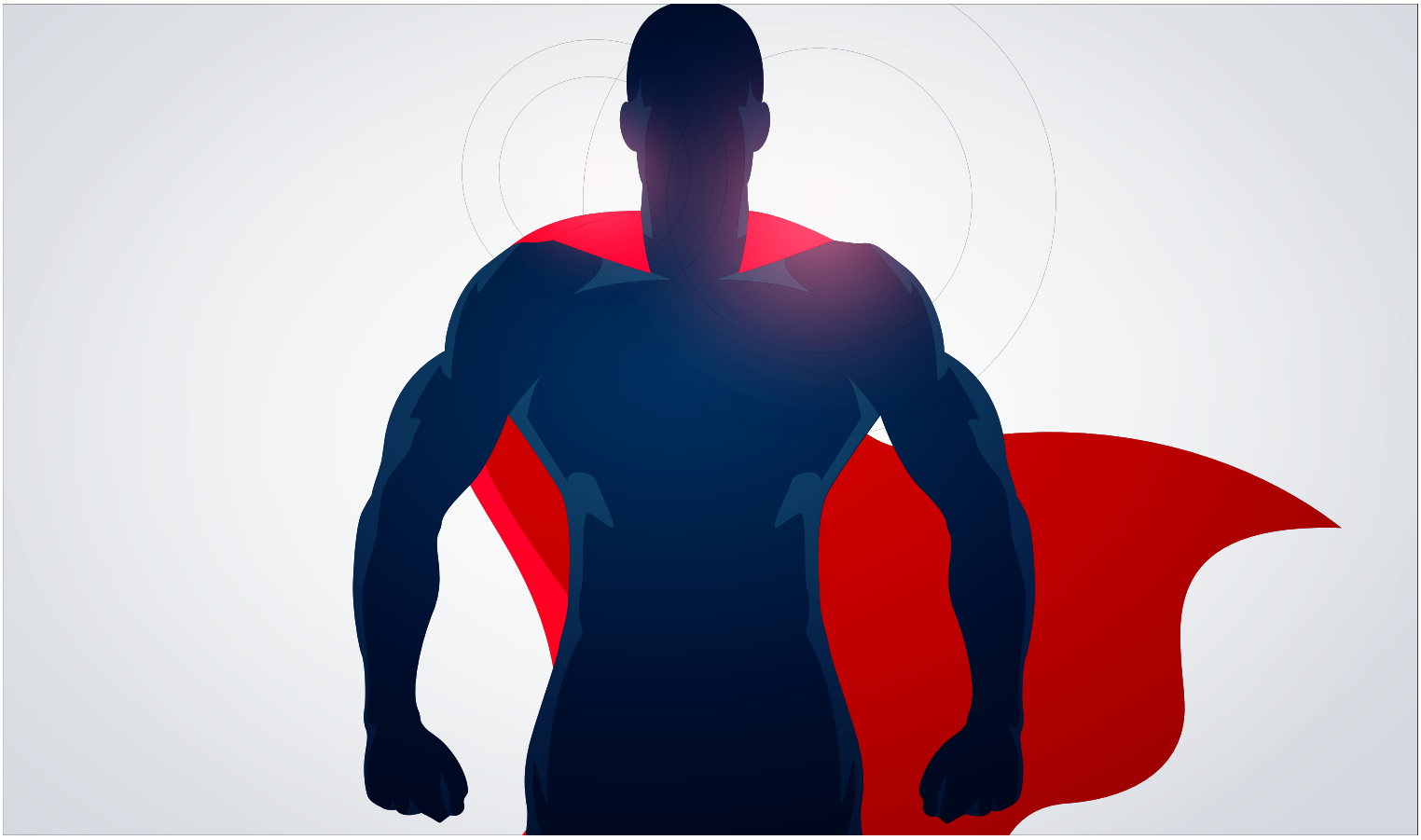
YOUR LOCAL COUNCIL NEEDS YOU!

MAKE A CHANGE
BECOME A COUNCILLOR

To find out more contact:

nalc

CALLING ALL COMMUNITY HEROES



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Holme Valley Parish Council

NEWS - July edition

New Chairman and Vice Chair of Holme Valley Parish Council 2022-23

Cllr Jason Brook (Wooldale) was elected Chairman of the Holme Valley Parish Council by unanimous vote at the Annual Council Meeting 16th May 2022. The departing Chairman, Cllr Michael Pogson (Brockholes), presented Cllr Brook with his chain of office.

Cllr Pogson in his leaving address thanked fellow Councillors, Officers and the people of the Holme Valley for their support during his year as Chair which he said he had enjoyed, especially getting the chance to meet so many people.

Cllr Brook thanked the Members for electing him and he thanked Cllr Pogson for his year of office, which he said was one of striving for greater unity even whilst recognising a diversity of views.

Cllr Mary Blacka (Scholes) was unanimously elected Vice Chair of the Parish Council. Cllr Brook presented her with her chain of office. Cllr Blacka said she still felt like the new girl on the block and was extremely grateful for the honour and hoped that Councillors would continue to work together to make a difference for the Holme Valley.

Cllr Brook (right) is invested with the Chairman's chain of office by **Cllr Pogson** (left), the outgoing Chairman *(credit: Jen McIntosh)*

Cllr Brook (left) and **Cllr Blacka** (right) at the **Grand Opening of The Veg Box** at Wooldale Allotments Society Jubilee Celebration on Saturday 4 June 2022 *(credit: Philip Hack)*

Contacting Holme Valley Parish Council

Office: **The Civic, Huddersfield Rd, Holmfirth, HD9 3AS**

In person: **Open office hours are Tuesday and Thursday 10am-3pm.**

Phone: **01484 687460**

Email, contact our two officers:

Mrs Jen McIntosh (Clerk)
clerk@holmevalleyparishcouncil.gov.uk
Mr Richard McGill (Deputy Clerk and Responsible Financial Officer)
deputyclerk@holmevalleyparishcouncil.gov.uk

For contact details for all 23 Parish Councillors and all the latest news please visit our website.

www.holmevalleyparishcouncil.gov.uk

Holme Valley Parish Council

NEWS - August edition

Apply for a grant from Holme Valley Parish Council

Did you know that in 2021-22 Holme Valley Parish Council gave around £170,000 in grants through the work of its Finance and Management Committee and Service Provision Committee as well as providing small grants to 10 different community groups to support the celebration of Her Majesty the Queen's Platinum Jubilee?

A full list of grants awarded can be found on our website, www.holmevalleyparishcouncil.gov.uk .

Grants are awarded to support community assets such as The Civic, Holmfirth and to support a great variety of community interests and events.

Grant applications are considered at two points in the Council year, September and February. Although the first deadline for submitting an application was 31st July 2022, the second is 31st January 2023 – plenty of time to put an application together. In rare and time sensitive circumstances grant applications may be considered at other times outside of the normal deadlines.

If your community organisation could benefit from a grant and you would like advice on making an application contact the Clerk at clerk@holmevalleyparishcouncil.gov.uk or ring 01484 687460. If ringing outside of office hours just leave a message and we'll get back to you.

You can also find full details and an application form on the HVPC website.

STOP PRESS…

Do take a look at our Published Accounts for 2021-22 and also the Annual Report. Both can be accessed via the NEWS section on the website www.holmevalleyparishcouncil.gov.uk

WINDSOR CASTLE

To: Councillor Jason Brook, Chairman,
Councillor Mary Blacka, Vice-Chair
Councillors and Residents
Holme Valley Parish Council

The Queen wishes me to thank you for your letter and for your kind message of support on the occasion of Her Majesty's Platinum Jubilee.

The Queen was interested to hear about the Jubilee events taking place across your area and was also very pleased to know of the participation of local schools in *The Queen's Green Canopy* initiative.

Her Majesty has been delighted by the many celebrations held across the country and beyond to mark this historic year in The Queen's reign, and I am to thank you again for your thoughtfulness in writing as you did.

Mary Morrison.

Lady-in-Waiting

BUCKINGHAM PALACE

Platinum Jubilee
1952 - 2022

I send you my grateful thanks for your kind message on the occasion of the Seventieth Anniversary of my Accession to the Throne

ELIZABETH R
2022

And a huge THANK YOU to Her Majesty the Queen who graciously sent Holme Valley residents and councillors her thanks for the good wishes sent to her to mark the Platinum Jubilee.

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Holme Valley Parish Council

NEWS - September edition

Council Assets – focus on heritage phone boxes

Many Holme Valley residents will know that the Parish Council is the legal owner of the Civic and is hoping to complete the Honley Library asset transfer from Kirklees soon.

The Parish Council also owns and manages nearly 200 benches, 25 stone bus shelters, 15 dog poo bag dispensers and a number of garages and allotments. These are in addition to the public loos in Holmfirth town centre.

Seven heritage red phone kiosks have also been adopted by the Parish Council. A great deal of interest in these has been generated by the recent BBC video clip about THE VEG BOX in Wooldale, owned by Holme Valley Parish Council but created and curated by the Wooldale Allotment Society. There are also wonderful examples of how heritage kiosks are being used as book exchanges in Holme Village and Upperthong.

The Parish Council owes a debt of thanks to all those local custodians that take care of the kiosks.

The kiosk near Holmfirth Post Office is about to be refurbished and launched as THE HOLMFIRTH COMMUNITY BOX, with a regularly changing theme to reflect seasonal events within the Holme Valley. If you have an idea or a theme you would like to utilise the box for, contact the Clerk in the first instance.

Attending Council Meetings

Full Council meetings are now resuming in the Exhibition Room on the third floor of the Civic, Holmfirth. Members of the public are always welcome to attend.

Each meeting starts with an open session where members of the public can briefly address the Council. After the open session, all are welcome to watch the business of the meeting progressing through to the end.

Meetings are from 7pm until 9pm and the dates for the remaining meetings are as follows:

Monday 3 October 2022
Monday 12 December 2022
Monday 6 February 2023
Monday 27 March 2023

Please inform the Clerk in advance if you wish to attend; this ensures that the correct number of seats are set out.

Cllr Brook, HVPC Chairman, presenting prizes at Honley Show

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F

clerk@holmevalleyparishcouncil.gov.uk

From: [redacted]
Sent: 13 July 2022 12:30
To: clerk@holmevalleyparishcouncil.gov.uk
Subject: Holme Valley Parish Council August copy FP HD9
Attachments: Holme Valley Parish Council edit FP August22.pdf

Hi Jen,

Please see attached advert proof August publication. We have managed to feature the letter from the queen also. The letters from the queen are quite small but they are the original letters without any adjustment in size. I think it is more of a recognition point and I'm sure it will be on your website for future reference if needed. In terms of featuring on the cover we currently don't have the space but I am more than happy to place a listing in the contents page on page 3 free of charge every month. In terms of the annual report we can produce this as a four page pull out in the centre of the magazine for the September publication. I am happy to discount this further at a rate of £700 plus VAT for the 4 pages.

Simon

Simon Lee
DIRECTOR
TIME IN TIME OUT MEDIA LIMITED
[redacted]

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www.titomedialtd.co.uk

Holme Valley Parish Council

ANNUAL REPORT 2021-22

Chairman's Report

This was a year of starting to get back to normal although, as the Council year ended, we still had a number of Councillors not yet well enough to attend meetings. We wish them a speedy recovery and look forward to seeing them again.

It has been a year of considerable activity and achievement for the Parish Council. Possibly, the biggest accomplishment was the successful public referendum for the Holme Valley Neighbourhood Development Plan. This had been in development since 2014 and had gone through multiple consultations and revisions, and was finally adopted after a resounding referendum win. Cllr Rachel Hogley was the driving force behind this and I want to thank her for her outstanding and long standing commitment.

The Planning Committee has continued to review all the planning applications in the Holme Valley as a matter of course. But there has been significantly more engagement with wider is-sues such as road safety, environmental damage and anti-social behaviour to green lanes, road and footpath closures and diversions.

Responding to the ongoing climate emergency was a fundamental part of my year as Chairman. The Climate Emergency Committee did sterling work in focusing the Council and our community on making those personal, small differences that might, accumulatively, make a big difference for the planet. Unlike the other Committees, the Climate Emergency Committee includes Members who are not Councillors but members of the public. I would especially like to thank them for giving up their time to work with the Parish Council to develop fantastic, innovative projects like our Home Energy Savings booklet, energy audits of public buildings, If It's Not Far Leave the Car campaign and cargo bike scheme.

Holme Valley Parish Council
ANNUAL REPORT 2021-22

I have been very pleased that the Parish Council was, through the Finance and Management Committee and the Service Provision Committee, able to support so many community groups through our grants-giving process.

Around £0.25m was awarded last year to a great variety of different groups. I do hope that the grants have made a real difference. I was especially pleased that we could focus more on support for young people.

And, of course , we had our Publications and Communications Committee doing an excellent job publicising the work of the Parish Council through print, through our website and through social media. The Committee has overseen the Parish Council's preparation for the Queen's Platinum Jubilee, providing small grants to the community for street parties and co-ordinating the Planting Seeds to Save the Bees project, giving every schoolchild in the valley a Beebomb of wildflower seeds for planting.

One thing I especially appreciated was celebrating the fantastic community spirit of the valley by awarding nine Community Champions awards, an unprecedented number for an unprecedented occasion.

Finally, I would like to say just how much I have enjoyed my term as Chairman and the opportunity it has afforded me to meet so many of the people in the Holme Valley. It really is a special place. I would very much like to again thank Cllr Sweeney and Cllr Hogley who attended events on behalf of the Parish Council when I was not available, all the Committee chairs and members who work so hard to ensure that this Council continues to push forward in making the Holme Valley the best that it can be and our amazing staff in Jen, Rich and Michelle.

As is customary, I hope you will all join me in giving the next Chairman, - Cllr Jason Brook, - and Vice Chair, - Cllr Mary Blacka, - our wholehearted support and best wishes.

Michael Pogson

Cllr Michael Pogson

Chairman of Holme Valley Parish Council 2021-22

Finance and Management Chair's Report

This was the financial year after we emerged from COVID. While grant applications had gone down during lockdown, last year we received many new applications as groups got back to normal.

The council made awards of £236,986 in grants to maintain and re-store our community assets, finance the Holme Valley minibus, and support a great variety of community interests. I was delighted at the number of grant applications we received, which included many groups who had never approached us before, and we look forward to getting more and more applications in future.

A substantial amount of our grant allocation goes to our own buildings, particularly, Holmfirth Civic Hall, which is working on the long list of repairs and improvements to ensure it continues to be an asset to the whole community. Holmfirth Civic Hall Community Trust which runs the building on our behalf received £50,000 for new toilets and office space, new fire doors and energy efficiency measures.

Like the Service Provision Committee, we were also keen to prioritise providing more for the youth of the valley. Numerous grants were paid out to support different activities for our young people: Honley Junior Football Club Under 7s - £350 grant for pop-up shelters; Hade Edge Band - £1000 grant towards uniforms and in-struments for the youth band; 1st Holme Valley (Holmfirth) Scouts - £1680 for a new awning at Scout HQ: Huddersfield & District Wood Turners - £500 grant towards an event for children with special needs; Agbrigg District Girlguiding - £200 towards a trip to a game at the women's Euros.

We also support community assets which we do not own. This year we have given £10,000 to Holmfirth Tech for kitchen and toilet upgrades. Hepworth Band Room, Brockholes Village Hall, Hon-ley Village Hall, Upperthong Village Hall, and Holme Village Community Centre Group have received between £2,000 and £5,000 for roof repairs and insulation, new lighting, damp proof course and connection to the national grid. Not all of our assets are buildings. River Holme Connections had £4,930.60 towards the further refurbishment of the riverside path between Digley and Armitage Bridge, while Honley Village Community Trust received £1,000 towards planting a community orchard.

We made significant awards for Her Majesty's Platinum Jubilee, - £1,000 to Honley Village Community Trust, and two awards to Friends of Cliff Rec , one of £525 for their Jubilee party and then, £1000 towards repairing/re-siting of the beacon, when it was blown down by a storm.

We continue to support Holmfirth's festivals, and as well as bands, singing groups and the numerous sports groups who provide facilities and enjoyment for a broad swathe of their communities.

Pat Colling

Cllr Pat Colling

Chair of the Finance and Management Standing Committee 2021-22

Holme Valley Parish Council

ANNUAL REPORT 2021-22

Report on Finances 2021-22

In terms of our finances, because of lockdown, the Parish Council had ended the previous Council year, - 2020-21, - with a surplus on our budget. We had not spent as much as we expected.

Hence, when it came to setting our precept for this year, the Parish Council kept the charge to households in the Holme Valley the same as last year.

	YEAR ENDING	
	31st March 2021	31st March 2022
1. Balances brought forward	£269,150	£347,101
2. Precept	£275,871	£274,326
3. Total other receipts	£8,123	£14,019
4. Staff costs	£58,700	£64,202
5. Loan interest/capital repayments	0	0
6. All other payments	£147,343	£249,759
7. Balances carried forward	£347,101	£321,485
8. Total value of cash and short-term investments	£337,368	£323,011
9. Total fixed assets plus long-term investments and assets	£5,271,894	£5,271,895
10. Total borrowings	0	0

Accordingly, in 2021-22 the Parish Council acted to offset this by running a deficit budget. The Parish Council spent more than it received and our general reserve reduced as we planned. Fortunately, some of our income streams, - like money from toilet donations and rent, - bounced back as well. As you can see, the from the Accounting Statements, the Parish Council's cash holdings went down about £14,000 in significant part due to our additional investments in the community like our cargo bike.

The work loads of our staffing team were also reviewed and some additional work hours were funded to accommodate the growing workloads on officers.

Holme Valley Parish Councils Cargo Bike

The Parish Council still has rather more general reserves than it needs and will likely be reviewing our holdings in the next budgetary-planning process come the autumn.

Many of the Parish Council's financial records are available to view on our website **www.holmevalleyparishcouncil.gov.uk** or electors can review them in person by appointment.

Holme Valley Parish Council Annual Report 2021-22

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