

Holme Valley Parish Council

MINUTES OF THE PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE HELD AT HOLMFIRTH CIVIC HALL ON MONDAY 7 FEBRUARY 2022 AT 6PM

Those present:

Chairman: Cllr J Brook

Members: Cllr D Carré, Cllr R Hogley

Officers: J McIntosh (Clerk), R McGill (Deputy Clerk/RFO)

Absent: Cllr B Lockley

Welcome

Public Question Time

Prior to the commencement of the business session of the meeting there was opportunity for members of the public to speak to the Committee.

No members of the public were present.

Members viewed Community Champions prizes and also the plaque commemorating the Holmfirth Catastrophe recently received.

Clerk/Deputy Clerk to arrange display of the plaque.

The Deputy Clerk was present and he and the Clerk trialled using equipment that would allow members of the public to join future meetings via Zoom.

The Deputy Clerk left the meeting after trialling the equipment.

2122 44 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

Council meetings can now be recorded. The Clerk recorded the meeting in video for subsequent upload to the Council's YouTube channel.

No other requests to record the meeting were received.

2122 45 Apologies and reasons for absence

Apologies and reasons for absence received prior to the commencement of the meeting were emailed out by the Clerk.

RESOLVED: to approve apologies and reasons for absence received from Cllr K Bellamy and Cllr Bustard.

Holme Valley Parish Council

2122 46 Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

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

NOTED: Cllr Carré disclosed an interest in item 2122 53 due to a link with the Friends of Cliff Rec.

2122 47 Written requests for new DPI dispensations

None had been received.

2122 48 Items on the agenda to be discussed in private session

Members were invited to consider if any items need to be discussed in private session.

RESOLVED: to keep names of Community Champion Award winners embargoed in minutes and in the video of the meeting should they arise during item 2122 59.

2122 49 Additional member of Publications and Communications Committee

This meeting of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE had been rearranged from 24-1-22 due to the lack of availability of members to achieve the quorate number of 3 at the earlier date. At the FULL COUNCIL meeting on Monday 31 January 2022 Cllr Carré was approved as a member of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE with immediate effect. This now takes the membership of the Committee to 6, with 4 places remaining vacant.

NOTED: Cllr Carré's membership of the Publications and Communications Committee, effective from 31-1-22.

Cllr Carré was thanked for joining the Committee.

2122 50 The Minutes of the previous Committee meeting

NOTED: The Minutes of the Extraordinary PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE Meeting held on 8 December 2021, numbered 2122 34 to 2122 43, APPROVED at FULL COUNCIL on 13 December 2021.

FINANCIAL MATTERS

2122 51 Committee Finance Report

A number of items on the agenda had a financial implication. The monies available to the Committee were set out in *The Publications and Communications Income and Expenditure 2021-22 Report* and, for the next Council Year, the *HVPC Publications and Communications Budget 2022-23*.

NOTED: the monies available from the 2021-22 and 2022-23 budget in relation to upcoming

Holme Valley Parish Council

agenda items.

2122 52 Recurring items of expenditure

Recurring expenditure for the *Holme Valley Review 2022-23* was anticipated at £250 per issue not including VAT. This is a monthly expenditure, although in recent years there have been 10 or 11 issues per year rather than the maximum of 12.

APPROVED: recurring payment for the HOLME VALLEY PARISH COUNCIL column in the *Holme Valley Review* throughout 2022-23.

EVENTS/ANNIVERSARIES

2122 53 The commissioning of Holme Valley Jubilee Beacons and Beacon lighting event

The budget line 4615 Royal Events – inc Platinum Jubilee has £1,000 for 2021-22 and £9000 for 2022-23 available for the Committee to deploy. Members were reminded that Minute 2122 41 from 8-11-21 shows that decisions on the purchase of a beacon and organisation of a beacon-lighting event had been deferred to this meeting.

Details of the official national celebration have now been made public, including a wide range of suggested activities to accompany the lighting of a beacon.

Cliff Recreation Ground, Holmfirth – under the stewardship of *Friends of Cliff Recreation Ground* – is already listed in the official **Guide** as a beacon location. The beacon had suffered storm damage and was in need of repair.

The **Royal Institution of Chartered Surveyors (RICS)** is leading on the lighting of the UK's Anchor Chain of beacons and had offered support for the lighting of a beacon at Holme Moss – to be part of this Anchor Chain – including providing a beacon.

Involvement in the Jubilee celebrations should be registered by 30th May 2022.

RESOLVED: to take up the offer in principle from the Royal Institution of Chartered Surveyors (RICS) to fund and host a Jubilee Beacon at Holme Moss as part of the Anchor Chain, representative of HOLME VALLEY PARISH COUNCIL to attend.

Clerk to inform RICS and provide them with information about permissions needed to be provided by Cllr Hogley.

RESOLVED: to recommend any forthcoming grant application to FINANCE AND MANAGEMENT COMMITTEE for repair/replacement/re-erection costs for the Cliff Rec permanent beacon as necessary. Monies to come from EMR Pubs and Coms.

Clerk to contact Friends of Cliff Rec to encourage grant application and give deadline information.

Clerk to ensure Jubilee events supported by HOLME VALLEY PARISH COUNCIL are advertised on the HVPC Website and through print and social media.

Holme Valley Parish Council

2122 54 Queen's Platinum Jubilee – small grants application process

The Committee had previously discussed offering up to 10 grants with a limit of £100 similar to those used to mark the 75th VE Day celebrations in 2019. These small grants could assist with the setting up of a range of 'Thank You' lunches or similar to be held on Sunday 5th June 2022.

The Committee considered when/how decisions regarding any applications could be made, giving time to advertise the process, receive applications and also disburse any successful grants in good time for the Jubilee weekend.

RESOLVED: to approve the advertising and awarding of up to 10 small grants of up to £100 for parties/events to mark the Queen's Platinum Jubilee Weekend 2-5 June, including the application form and a deadline of 11 March for receiving applications.

RESOLVED: to approve an additional meeting of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE on 21 March at 6.30pm before the STAFFING COMMITTEE Meeting to consider applications.

2122 55 Commemorating the Queen's Platinum Jubilee year in the Holme Valley

In the budget line 4615 Royal Events – inc Platinum Jubilee the Committee has £1,000 for 2021-22 and £9000 for 2022-23.

FULL COUNCIL resolved on 13 December 2021 to approve a budget of up to £10,000 for a Jubilee project.

Cllr Hogley reported that HVPC has plans for a range of activities to mark the Queen's Jubilee including:

- Provision of wildflower seeds/bee bombs to every primary school child in the valley to plant at home
- Provision of a native tree to every primary school in the valley
- Provision of a native tree to both Holmfirth and Honley High Schools together with suitable bee bombs to scatter in an identified area on the school grounds
- Provision of a native tree to each of the 12 main villages within in the Holme Valley (Brockholes, Hade Edge, Hepworth, Holme, Holmbridge, Holmfirth, Honley, Netherthong, New Mill, Scholes, Upperthong, Wooldale)
- Each tree will have a plaque (and protective fencing as required) to mark the occasion

The suggestion had been made at **FULL COUNCIL** that organic bee bombs might be sourced that are more suited to the Holme Valley terrain – this will be followed up in due course. Assemblies delivered to local schools might introduce a possible poster competition linked to Jubilee/Environmental/HVPC themes with a winning poster from each school to be framed courtesy of HVPC and shared on HVPC website etc. There could be £10 voucher rewards for winning entries.

The logistics will be given further thought.

NOTED: progress regarding the Holme Valley Treebilee project to mark the Platinum Jubilee.

Holme Valley Parish Council

2122 56 Covid memorial

Minute 2122 40 from the Extraordinary Meeting on 8-11-21 refers to £5,000 in 2022-3 budget as new a EMR for the establishment of a covid memorial for the Holme Valley. Minute 2122 30 from the same meeting refers to a memorial sculpture being commissioned from local sculptor Mick Kirby Geddes - to be a community sculptural construction with an idea of a stylised tree as a basic design. This will be a memorial, tribute and commemoration of a challenging time.

Mr Kirby-Geddes had been approached and suggested 2 basic designs: a free-standing tree or a wall-mounted tree.

The following points were raised during discussion:

- The sculpture must be accessible and also provide a space/opportunity for reflection
- Health and safety aspect of design needed to be considered – a spiky structure could prove problematic
- Sustainability – decisions would be needed as to the material of any memorial tags/leaves to be attached to the structure – metal tags and luggage tags were both suggested
- Could a workshop be arranged to make the tags? Could multi-coloured tags be a possibility?

Clerk to approach artist to ascertain what kind of memorial was possible within the budget of £5,000 in terms of size, materials etc.

Clerk to make initial approaches regarding permissions needed for possible locations: outside Holmfirth Civic, Holme Valley Memorial Hospital grounds, Holme Side Gardens, Honley Park, the new Holmfirth Market space and report back.

A working group of Cllr Brook, Cllr Carré and Cllr Hogley could then form to take this forward.

2122 57 Bolsterstone Choir Crash 75th Anniversary October 2022

Following the PUBLICATIONS AND COMMUNICATIONS Committee meeting on 14-9-21 the RFO/Deputy Clerk contacted Mr Rob Firth, secretary of Bolsterstone Male Voice Choir. The reply received thanked HOLME VALLEY PARISH COUNCIL for the enquiry but made clear that no large commemoration of the crash is wanted to mark the 75th anniversary. Instead, given that the tragic event is also a part of Holme Valley history, a small commemorative piece could be prepared for the Holme Valley Review in October 2022 and also feature via the Council Facebook page as suggested by the RFO/Deputy Clerk.

NOTED: response of Bolsterstone Male Voice Choir on how to mark the 75th anniversary of the tragic crash of 18 October 1947 with the loss of 9 members.

RESOLVED: Clerk to write a short, commemorative piece for October 2022 edition of the *Holme Valley Review*; also to feature on HVPC Website and Facebook page.

PUBLICITY/COMMUNICATIONS

Holme Valley Parish Council

2122 58 Press coverage

The Committee heard that the *Parish Council News* section of the December issue of the *Holme Valley Review* celebrated the endorsement of the *Neighbourhood Development Plan*, recent grant awards and a comment on how the Council supports Christmas celebrations in the Holme Valley through its support of the Honley and Holmfirth Christmas lights and the provision of Christmas trees. It was shared that the *Holme Valley Review* is not published in January/February.

NOTED: contents of the December issue of the *Holme Valley Review*.

The following ideas for articles to be included in the March/April issues of the *Holme Valley Review* were suggested:

- Community Champions Awards
- Grants
- Jubilee celebrations in the Holme Valley.

RESOLVED: to purchase a card showing an image of Holmfirth to be posted to Her Majesty Queen Elizabeth II to mark her Platinum Jubilee from HOLME VALLEY PARISH COUNCIL.

2122 59 Annual Awards

Thanks were expressed for the Deputy Clerk's work in organising personal inscriptions on awards which had been delivered and were viewed in the meeting.

Clerk to contact winners and invite to the ANNUAL PARISH MEETING on 28 March 2022 with guests. Winners will be asked to say in advance how many guests they intend to bring. Clerk to make arrangements.

Clerk to inform all councillors of winners once invitations have been issued.

Clerk to provide the Chairman with a script regarding award winners and reasons for the meeting on 28 March 2022.

NOTED: progress regarding the organising and ordering of annual awards trophies and the issuing of invitations.

2122 60 HVPC signs and information

The possibility of a pop-up banner to publicise the HOLME VALLEY PARISH COUNCIL at indoor or outdoor public events had been discussed at a previous meeting. The Deputy Clerk had investigated the supply and cost of such banners and anticipates that expenditure of around £200 will be needed to secure an appropriate banner.

RESOLVED: approval of expenditure up to £200 for the design and purchase of an outdoor roll-up banner for HVPC from budget line 4610.

Deputy Clerk to liaise with Chair and thence by email with the Committee regarding banner design.

The meeting closed at 7.30pm.