

# Holme Valley Parish Council

**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 16<sup>th</sup> 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 16<sup>th</sup> 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 16<sup>th</sup> 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.

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## 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.

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## 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.

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## 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 7<sup>th</sup> 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.

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## 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 19<sup>th</sup> August 2022.
- The winners would be decided at the next Committee meeting September 5<sup>th</sup> 2022.
- The Chairman of Council, accompanied by another Councillor, would visit the winners to present the awards at a date to be arranged.

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## 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.

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**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 4<sup>th</sup> 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.*