

HOLME VALLEY PARISH COUNCIL

MINUTES OF THE CLIMATE ACTION, COMMUNICATIONS, AND ENGAGEMENT COMMITTEE HELD AT THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HOLMFIRTH, HD9 3AS MONDAY 10 JULY 2023 7PM

Those present:

Chair: Cllr Sarah Whitelaw

Councillors: Cllr Mary Blacka, Cllr Chris Green, Cllr Jenny Holmes, Cllr Joanne Liles, Cllr Alison Morgan, Cllr Trish Stewart

Officer: Mrs Gemma Sharp (Assistant Clerk)

Also present: Mrs Jen McIntosh (Clerk)

WELCOME

Cllr Sarah Whitelaw, Chair, welcomed to the meeting elected members and members of the public. She introduced the aims and remit of the committee.

PUBLIC QUESTION TIME

5 members of the public were present to speak in support of putting themselves forward as co-opted members ahead of **item 2324 02**.

One member of the public was present to speak about item **2324 14**

One member of the public was present to speak about item **2324 15**

PROCEDURAL MATTERS

2324 01 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

As Local (Parish and Town) Council meetings can now be recorded, the Chair checked if any members of the public wished to record the meeting, to ensure reasonable facilities could be provided. None wanted to record the meeting. The meeting was already being recorded by the Officer for public broadcast via the Holme Valley Parish Council YouTube channel.

2324 02 The election of up to 6 co-opted members of the committee

HOLME VALLEY PARISH COUNCIL Standing Orders and Scheme of Delegation both specify that in addition to the committee membership of 13 elected parish councillors up to a further 6 members of the public can be co-opted onto the committee.

RESOLVED: The following 6 members of the public are co-opted to the committee:

- Kim Warren
- Julia Brown
- Rob Hughes
- Frances Bennett
- Rachel Hogley
- Liz Bennett

The Chair welcomed the new co-opted members to the committee

2324 03 The election of the vice-chair of the committee for 2023-24 to serve from 10 July 2023 onwards

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In line with Standing Orders and the Scheme of Delegation the task of electing a vice chair for this committee has been given to the committee by FULL COUNCIL.

Chair to preside over the process of nominating and electing a vice chair to serve from 10 July 2023 throughout the remainder of the council year 2023-24.

RESOLVED: Cllr Chris Green is elected the vice chair of the committee.

2324 04 Apologies and reasons

Cllr Fernandes, Cllr Rostron and Cllr Brook had submitted an apology with the reason for absence.

RESOLVED: The reasons for absence were approved by the Committee

2324 05 Members' and officers' personal and disclosable pecuniary interests in items on the agenda

RESOLVED: Kim Warren declared an interest in item **2324 17**

2324 06 Written requests for new DPI dispensations

None had been received

2324 07 Items on the agenda to be discussed in private session

RESOLVED: It was determined that no item would be heard in private session.

2324 08 Minutes of the previous meetings

NOTED: The minutes of the CLIMATE EMERGENCY STANDING COMMITTEE meeting held on 13 March 2023 items 2223 33 to 2223 46 and **APPROVED** at ANNUAL COUNCIL on 15 May 2023

NOTED: The minutes of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE meeting held on 20 March 2023 items 2223 58 to 2223 77 and **APPROVED** at ANNUAL COUNCIL on 15 May 2023

RESOLVED: At this point, Members voted to suspend standing orders to bring forward items 2324 14 and 2324 15 so that the members of the public could join discussion on the items and out of agenda order.

2324 14 Holme Valley Covid Tree Sculpture

The Holme Valley Covid Memorial tree sculpture – the tree of life – was a project of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE under the last council that had not been completed by the end of that council's term of office.

At the final meeting of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE on 20 March 2023 it was **RESOLVED** to pause further work on the project until the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting on 10 July 2023

A member of the public from the former committee gave a report on background and progress and wished to recommend the continuation of the project by the CACE committee with a potential budget of up to £6,000.

RESOLVED: A working group formed of Cllr Blacka, Cllr Stewart and Cllr Liles with support from the

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former councillor as chair will work to bring proposals to the committee. The group will make recommendations on the project to move forward.

2324 15 Holme Moss Topograph

Mbr Rachel Hogley gave a report on progress with the topograph to commemorate His Majesty's Coronation and to request further funding due to requirements of Yorkshire Water for installation and additional work by the local stone artist.

RESOLVED: To recommend to FULL COUNCIL expenditure of an additional £1,000 from Royal Events budget 4615 and expenditure of up to £2,935 from General Reserves for the completion of the Holme Moss Topograph project.

2324 09 Climate Action, Communications and Engagement Committee – remit and operational review

The Clerk gave an overview of the terms of reference for the committee.

The Chair introduced 2 proposed working groups to define the priorities and continue the work of the committee between full committee meetings:

1. Climate Action
2. Communications and Engagement

RESOLVED: Members resolved to form working groups with the remits of 1. Climate Action and 2. Communications and Engagement.

RESOLVED: The 2 working groups will first define the priorities for the work of the committee. Proposals to be formally agreed at the meeting on 4 September 2023.

RESOLVED: Members assigned themselves to either or both working groups as follows (Absent members and other councillors will be invited to join working groups following the meeting):

Climate Action:

Cllr Green (Chair)
Cllr Whitelaw
Cllr Blacka
Cllr Liles
Cllr Morgan
Mbr Kim Warren
Mbr Rob Hughes
Mbr Fran Bennett

Communications and Engagement:

Cllr Whitelaw (Chair)
Cllr Holmes
Cllr Liles
Cllr Stewart
Mbr Rachel Hogley
Mbr Julia Brown

2324 10 Overview from the Clerk of ongoing projects

A written report was circulated prior to the meeting to assist members' understanding of this item. A number of current projects – initiated in the lifetime of the last council - feature elsewhere in the agenda

The Clerk gave an overview of ongoing projects committed to by the former Climate Emergency, and Publications & Communications committees including:

- *If it's not far leave the car* campaign – Honley map;
- Construction and use of a contacts database;
- The use of 4 completed and one in-progress case study of green projects in the Holme Valley plus a list of possible future case studies;

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NOTED: Report on ongoing CLIMATE EMERGENCY STANDING COMMITTEE and PUBLICATIONS AND COMMUNICATIONS COMMITTEE projects.

RESOLVED: To proceed with the “*If it’s not far leave the car*” Honley Map as it currently stands with a caveat to Honley Business Association that the map will be reviewed and refreshed over time.

RESOLVED: The newly formed working groups on Climate Action, and Communications and Engagement will review ongoing projects.

2324 11 Ideas for climate action

The Clerk reported that at the CLIMATE EMERGENCY STANDING COMMITTEE meeting on 13-3-2023 it was agreed that at the first CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting there would be an open agenda item on ideas for climate action to be considered.

RESOLVED: Ideas would be put to the Climate Action working group

2324 12 CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Budget and Earmarked Reserves 2023-24 Year-to-Date

The Clerk gave an overview of the current budget for the committee and the report on the committee’s Budget and Earmarked Reserves 2023-24 Year-to-Date.

NOTED: CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Budgets and Earmarked Reserves 2023-24 Year-to-Date report.

RESOLVED: Working groups to explore the possibility of grant awards as part of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE remit and liaise with the FINANCE AND MANAGEMENT COMMITTEE on viable mechanisms for this.

2324 13 Identification of HOLME VALLEY PARISH COUNCIL and CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE priorities and key actions

RESOLVED: Working Groups will identify key priorities and actions to be agreed at CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE on 4th September and then fed back to FULL COUNCIL for 9 October 2023 via the proforma.

ONGOING PROJECTS

2324 16 Honley Show - report

CLIMATE EMERGENCY STANDING COMMITTEE **RESOLVED** to have a stand at Honley Show on 1st July. The Assistant Clerk and Cllr Blacka gave an overview of the day. Mbr Julia Brown invited members to join the Honley Show Committee for the show in 2024.

2324 17 Cycling event

In line with previous resolutions as part of the ‘*If it’s not far, leave the car*’ campaign a cycling festival is planned for Sunday 10 September 2023 at Sands Recreation Ground, with funding of up to £2,000 from 4815 Transport strategy 2022-23 budget. These monies were to be placed in an EMR if

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not spent by 31-3-2023 to support the cycling festival.

The Assistant Clerk gave an overview on progress with the festival and some members of the committee offered additional support on the project.

2324 18 The future of the HOLME VALLEY PARISH COUNCIL climate action website

The Clerk reported on the current status of the HOLME VALLEY PARISH COUNCIL climate action website.

Since the departure of the CLIMATE EMERGENCY CO-ORDINATOR the website and social media accounts have remained in abeyance, awaiting direction from the new CLIMATE EMERGENCY STANDING COMMITTEE.

RESOLVED: The clerking team will be sole managers of all HVPC website and social media output to include all Climate Emergency content going forward.

RESOLVED: The Climate Action website and associated social media accounts to be taken offline from public visibility and content to be reviewed and where appropriate migrated to the main HOLME VALLEY PARISH COUNCIL website and site.

2324 19 Heritage Red Telephone Kiosk adjacent to Holmfirth Post Office

The Assistant Clerk gave an overview of the heritage telephone kiosk in central Holmfirth and possible uses.

RESOLVED: The Assistant Clerk will progress with a project to use the heritage telephone kiosk adjacent to Holmfirth Post Office as a community and arts venue.

RESOLVED: At this point an extension of the meeting was given until 21:30

MEDIA AND PUBLICITY

2324 20 HOLME VALLEY PARISH COUNCIL Media and Communications Policy

The Assistant Clerk gave an overview of the proposed draft Media and Communications Policy to replace the existing policies on Media and Social Media.

RESOLVED: Members to review and comment on the proposed Media and Communications Policy as presented in the papers by the next CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE on 4th September to then be recommended to FULL COUNCIL.

2324 21 Publicising the work of the HOLME VALLEY PARISH COUNCIL through all media

NOTED: Print reports of the work of HOLME VALLEY PARISH COUNCIL.

The Clerk gave an overview of social media use by the Clerking team.

RESOLVED: The Clerking team will no longer like posts on social media from any of the HOLME VALLEY PARISH COUNCIL social media accounts.

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RESOLVED: The Communications and Engagement Working Group will consider putting into place guidelines on sharing events and posts on behalf of third-party community organisations.

COMMUNITY ENGAGEMENT

2324 22 Seeking input and views from the local community

RESOLVED: To defer discussions and decisions on planning for community engagement to the Communications and Engagement Working Group.

2324 23 Awards 2023-24

The Clerk and Assistant Clerk gave an overview of the awards given by the Parish Council in previous years and the annual Christmas card competition.

RESOLVED: The Communications and Engagement Working Group to do a full review of all awards and Christmas card competition.

RESOLVED: The Climate Action Working Group to consider criteria and categories for environmental awards.

PUBLICISING THE WORK OF THE COMMITTEE

2324 24 Items for publicity

The Assistant Clerk confirmed that posters and flyers for community grants were in circulation at community buildings and on the Parish Council notice boards and that digital versions were to be pushed out through social media and other local networks.

Meeting finished: 9.25pm