

Holme Valley Parish Council

DRAFT MINUTES OF THE VIRTUAL PUBLICATIONS & COMMUNICATIONS COMMITTEE HELD AT HOLMFIRTH CIVIC HALL ON MONDAY 14 SEPTEMBER 2021

Those present:

Chairman: Cllr J Brook

Members: Cllr M Bustard, Cllr R Hogley

Officer: Mr R McGill (Deputy Clerk)

Welcome

Public Question Time

Prior to the commencement of the business session of the Council, there was opportunity for an open session lasting 15 minutes, for members of the public to speak to the Council. No members of the public were present.

2122 17 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

As Local (Parish & Town) Council meetings can now be recorded, the Chairman checked if anybody wished to record the meeting, to ensure reasonable facilities could be provided.

The Deputy Clerk reported that the Parish Council has a YouTube channel to which the Officer uploaded videos of virtual Council and Committee meetings during the pandemic and lockdown. After we returned to face-to-face meetings, the Deputy Clerk tried using recording equipment we had bought to record meetings but the audio quality from the conference microphone-speaker was very poor. Hence, since the start of the 2021-22, the Parish Council has only recorded audio-only records of meetings which are then edited and uploaded to YouTube. At the 6th September meeting of the Finance and Management Standing Committee, the Deputy Clerk trialled recording a video of a meeting using a mobile phone on a tripod and that has come out reasonably well, and would be improved via better positioning of the camera. [This has been uploaded to the Holme Valley Parish Council YouTube Channel](#). Members considered whether to return to video recording and arrangements to facilitate recording.

RESOLVED: The Committee resolved that Officers would return to recording meetings by video using mobile phones in the Exhibition Room at Holmfirth Civic Hall. The Officers would experiment with the best way of setting up the camera/tripod.

2122 18 To accept apologies for absence

Cllr B Lockley had tendered an apology for absence.

RESOLVED: Members approved Cllr Lockley's reason for his apology.

2122 19 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

Holme Valley Parish Council

2122 20 To consider written requests for new DPI dispensations

None had been received.

2122 21 To consider whether items on the agenda should be discussed in private session

RESOLVED: The Committee decided that no items needed to be discussed in private session.

2122 22 To confirm the Minutes of the previous Committee meeting

RESOLVED: The Minutes of the Publications and Communications Committee Meeting held on 5 July 2021, numbered 2122 01 to 2122 16 inclusive were approved.

2122 23 Vice Chair of the Committee

Members considered the election of a Vice Chair of the Committee.

RESOLVED: Cllr Mark Bustard was elected Vice Chair of the Publications and Communications Standing Committee.

2122 24 Events/Publicity/Anniversaries

At the last meeting of the Committee, the Committee had said it would support Honley Show with regard to its centenary show.

NOTED: Regarding the centenary of the Honley Show, Members noted that the Parish Council had agreed to sponsor the Honley Show by paying for printing of their programme. Honley Show had thanked the Parish Council on Facebook and via the Holme Valley Review.

NOTED: Members noted the establishment of the Holme Valley Parish Council Centenary Award for handicrafts at the Honley Show. This is an award that is funded by Holme Valley Parish Council via the Publications and Communications Standing Committee. The trophy was designed by local sculptor, Mick Kirby Geddes.

NOTED: Members noted that the Chairman of the Parish Council was to present the Holme Valley Parish Centenary Award, as above, to the winner at the Honley Show.

Members considered the upcoming 75th anniversary of the Bolsterstone Male Voice Choir crash October 18th 1947 during which members of the choir were killed following a bus crash on Dunford Road in Holmfirth and how the sad event might be commemorated.

RESOLVED: Members resolved that the Deputy Clerk would write to Bolsterstone Choir inquiring whether the group had any plans for the commemoration of the tragedy, noting that previous commemorations had involved Hade Edge Band, and advising that it was very likely that the Parish Council would contribute to help with resourcing of any event or commemoration.

2122 25 HVPC signs and information

Sign for the front of Holmfirth Toilets:

NOTED: Members noted that the Deputy Clerk has ordered a sign from Zest for Print in Meltham and will arrange for it to be affixed once received. The Officer will consult with Members about the positioning of the sign in due course.

Proposed Banner for the Parish Council:

Members noted that the Parish Council has a pop-up banner for the Climate Emergency group.

Members considered the possibility of a similar pop-up banner or other format of banner to publicise the Parish Council at indoor or outdoor public events. Cllr Bustard said he had access to some banners stands that might be suitable for the purpose and would require only for the banner to be printed.

RESOLVED: Members resolved that Cllr Bustard would consult with the Deputy Clerk about the banner stands he has and that the Deputy Clerk would thereafter investigate the supply and cost of the printing of the banners.

2122 26 Council noticeboards

- i. **NOTED:** The Committee noted that the Deputy Clerk had updated the Parish Council's notice board at the Civic Hall to include 1) the map of Council wards with Councillors' photos, contacts and so on dated 2021-23, 2) list of new Committee chairs and responsibilities of Committees.
The Deputy Clerk has also updated some other changeable content. The Deputy Clerk would replace the Great Big Green Week poster with information about the Climate Emergency Action Plan once the former event was over.
- ii. **NOTED:** Members noted that the Deputy Clerk has used the notice board at Holmfirth Toilets to promote events relevant to the climate emergency actions plan, - If it's Not Far, Leave the Car and The Great Big Green Week 18-26 September.

Holme Valley Parish Council

2122 27 Press coverage

Holme Valley Review:

- i. **NOTED:** Members noted editions of Council News in the Holme Valley Review for [August 2021](#) and [September 2021](#). Members further noted that in the September edition, the Parish Council was also mentioned as sponsoring Honley Show regarding the programme and handicrafts prize.
RESOLVED: The Committee resolved that the Deputy Clerk would contact Barnsley Chronicle about the outlets where the Holme Valley Review was available in paper form.
- ii. **NOTED:** The Committee noted the [Annual Report of Holme Valley Parish Council included in the September edition of the Holme Valley Review pp10-11](#) and thanked Officers and the Committee Chairs for their work on it.
- iii. Councillors considered articles for upcoming editions of the Holme Valley Review including the Christmas edition.
RESOLVED: The Committee resolved that subjects for the upcoming editions were: 1) the Neighbourhood Plan referendum; 2) money we have available for grants to community groups; 3) some clarification about what grants are available for, - projects and events; 4) Christmas Message from the Chair; 5) award-giving at Honley Show, sponsorship of that event; 6) the Arts Festival to which the Parish Council paid a grant; 7) Christmas trees funded by the Parish Council in our locality; 8) short, biographical introduction to our new Councillors; 9) asking each Committee chair what that Committee needs publicising at that time.

The Officers would add an agenda item towards the end of each and every Council and Committee agenda asking Members what events or news they wish to publicise via the press, website and/or Facebook at that time.

2122 28 Holme Valley Parish Council website and social media

- i. Website:
NOTED: The Committee noted the Deputy Clerk's report that new website content had consisted mainly of updating existing content, - new schedules of meetings, Councillor attendance record, news items, monthly accounts, grants, updates to the Annual Governance and Accountability Review, updates to Neighbourhood Plan pages, and so on. Committee also noted that the Deputy Clerk had recently asked all Committee Chairs and the Council Chairman to review the webpages pertinent to their committee or to the Council so that outdated information, - for example referencing the Community Assets Support Committee, - might be amended.

Holme Valley Parish Council

ii. Facebook:

NOTED: The Committee noted the Deputy Clerk's report that he has made more use of Facebook regarding Parish Council business. The Deputy Clerk reported that there had been nice comments from Honley residents about the repair to a bench destroyed during a car crash. The commenter did not, however, realise the bench was a Parish Council bench, so the Deputy Clerk directed those commenting to our map of benches and other community assets and passed on thanks to the contractor who rebuilt the bench.

The Deputy Clerk had also shared posts from local partners or where the Parish Council had been thanked by community groups like the Holmfirth Bowling Club and Honley Show. The Deputy Clerk had also shared posts from Honley Youth, which the Parish Council has part-funded, regarding work they are doing providing opportunities for local young people.

As stated previously, the Deputy Clerk anticipates giving more time to social media if additional staffing hours take some administrative tasks away from him.

iii. YouTube:

NOTED: Members noted that the [Parish Council's YouTube channel](#) continued to function well and videos do have regular viewers who use the videos to keep up to date with Council business, but that numbers had dropped significantly since the Parish Council has gone to audio-only recordings.

2122 29 Recordings of Council meetings and Committee meetings

This item was deferred from the previous meeting.

The Deputy Clerk reported that he had attended online training [Guide To Broadcasting Council Meetings](#) on how to equip and run hybrid Council meetings where Members are present in the room and others "attend" via a video or audio link. The Deputy Clerk reported that the training was interesting though, as it was delivered by sellers of the equipment, the facilitators were reluctant to answer questions on the legality or illegality of hybrid meetings. YLCA tell us that hybrid meetings are currently illegal. People involved in the training video also said the same. There was discussion about whether members of the public could join and contribute to the public session before a meeting given that that is not legally a part of a Council meeting.

RESOLVED: The Committee resolved that, as the Public Session/Public Question Time at the start of the meeting is not legally a part of the meeting, that members of the public could "attend" via Zoom or another media platform. Officers would experiment with the best way of setting up the room for hybrid meetings. This might mean that the Public Session was recorded via Zoom and the rest of the actual, formal meeting by a camera.

The Deputy Clerk reported the Council would benefit from a purpose-made screen on which to project those attending via Zoom.

RESOLVED: The Committee resolved that the Deputy Clerk could spend up to £60 on a video screen.

NOTED: Members noted that fibre broadband had been installed in the Council Offices. Download speeds are 7 times as fast as previously. Upload speeds are 20 times as fast.

2122 30 Annual Awards

Members considered awards that are traditionally conferred by the Publications and Communications Standing Committee, - namely, the Tidy Trader awards and the Community Champions awards.

RESOLVED: Members resolved that the Tidy Trader awards would not be given out in the current Council year 2021-22.

RESOLVED: Members resolved that Community Champions awards would be awarded to individuals and groups going “above and beyond” in their support to the people of the Holme Valley community during the pandemic 2020 and 2021. The Deputy Clerk would ask for nominations, - up to a maximum of two, - from each Councillor with Councillors giving full reasons for their nominations. The numbers of awards to be given out would depend on the deservedness of the submitted nominees with some flexibility being allowed through recourse to the Special Projects budget if necessary. No awards were given out last year, so the budget was carried over into general reserves. The Deputy Clerk would send out an email to Councillors with an instruction that nominations should be returned before the end of October. The awards themselves would be given out before the Council meeting 31st January 2022.

RESOLVED: The Committee further resolved that Officers and Members would investigate options for a community-focused, larger-scale sculpture or display through which people of the Holme Valley could express thanks to the local community for its public service during the pandemic. This might take the form of a structure, - like a tree, for example, - to which in some way to hang or, otherwise, attach expressions of thanks.

2122 31 Hi-vis vests

NOTED: Members noted that, as per a resolution of the last meeting, the Deputy Clerk had contacted Honley Show to offer the hi-vis vests as a loan. He had had no response.

The hi-vis vests were still to be returned by the last borrower and Cllr Hogley said she would remind the person.

2122 32 Local signage referencing and commemorating Last of the Summer Wine

NOTED: Members noted the Deputy Clerk’s email to a local resident regarding the Parish Council’s response to his request for better signage to Last of the Summer Wine film locations, that is, for the resident to consider involving a local community group to apply for a grant from the Parish Council towards the cost of said signs.

Holme Valley Parish Council

2122 16 Jubilee Beacons for 2022

This item was deferred from the last meeting.

2022 will be the year of the Queen's Platinum Jubilee and all local councils are being encouraged to take part in the lighting of Beacons on the 2nd of June 2022 in celebration of this. www.queensjubileebeacons.com

RESOLVED: The Standing Committee resolved that £1000 from the Royal Events budget would be set aside for small grants to allow local Community groups to celebrate with a beacon event or another jubilee-related event. The offer might be repeated next financial year.

RESOLVED: The Committee Chairman would liaise with the Boshaw Trout public house about the possibility of the pub hosting a beacon-lighting event on behalf of the Parish Council.

The meeting closed at 8:47pm

.....
Chairman