

Holme Valley Parish Council

To all Members of the Climate Emergency Standing Committee

You are hereby summoned to attend an Extraordinary Meeting of the **Climate Emergency Standing Committee** to be held on **WEDNESDAY 16 DECEMBER 2020 at 7.00 PM** via the Zoom platform <https://us02web.zoom.us/j/83725094120> to transact the following business.

Cllr Paul Davies, Chairman of the Holme Valley Parish Council Climate Emergency Standing Committee

- AGENDA – (A)

Please note that timings on the agenda are given for guidance of the Chairman and the Council 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.

	Welcome	7.00 pm
	Public Question Time	
	<p>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 Members.</p> <p>Members of the public applying to be co-opted onto the Standing Committee should introduce themselves here.</p>	
2021 43	Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014	7.15 pm
	<p>Local (Parish and Town) Council meetings can now be recorded. This meeting is being recorded by the Officer for viewing on the Holme Valley Parish Council YouTube Channel.</p>	
2021 44	To accept apologies for absence	7.16 pm
2021 45	To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda	7.17 pm
2021 46	To consider written requests for new DPI dispensations	7.19 pm
2021 47	To consider whether items on the agenda should be discussed in private session	7.20 pm
	<p>- any recording by members of the public to be halted during such items; co-opted members to be moved to the Zoom "Waiting Room"</p>	
2021 48	To confirm the Minutes of the Previous Meeting	7.21 pm
	<p>- To confirm the Minutes of the Climate Emergency Standing Committee meeting held on 16 November 2020, numbered 2021 32 – 2021 42 inclusive (B)</p>	

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2021 49 **Application for grant**

7.22 pm

- 1) To consider an application to approve payment of a grant of £5000 to the Holme Valley Climate Action Partnership, - a Charitable Incorporated Organisation CIO, - towards land-use mapping of the Holme Valley. (C)

- 2) To consider an application to approve payment of a grant of £2500 to the Holme Valley Climate Action Partnership, - a Charitable Incorporated Organisation CIO, - towards an energy audit of Holme Valley Parish Council buildings. (D)

2021 50 **Authorisations to spend**

7.40 pm

- 1) To consider the choice of 4 quotations for commission of the design of the Holme Valley Climate Action website. Climate Emergency Co-ordinator to report.

Project	Company Name	Price Quoted	VAT	Price inc. VAT	Notes
Website	Origami Fox	£1495.00	£0.00 (not VAT reg)	£1495.00	Website Design and Development for Holme Valley Climate Action Development of Holme Valley Climate Action website into WordPress SEO Optimisation Optimise sites keyphrases, alt tags, titles, content and images Events Management System Add, remove and delete events on a regular basis
	Byte Back Creative	£500.00	£0.00 (not VAT reg)	£500.00	We will provide a static 10 page website, utilising the go daddy site as a base. we will update the design and content of the site, using your "Climate Emergency Booklet 3-2-20 1 WEB" as a guide/template. We would add some of the new video content to the site as well as updating the imagery. Live streaming can be done directly from your youtube channel and the code embedded into your new website page. We will be show you how to add the code to your website as and when required.
	Owlstar	£1900.00	£380.00	£2280.00	1. Project definition & planning 2. Content planning & preparation 3. Artwork & visual design 4. Programming & development 5. Pre-launch tasks, testing & review 6. Hosting preparations and website launch 7. Post-launch services 8. Miscellaneous tasks & services
	Blacksmith Marketing Consultancy	£2945.00	£589.00	£3534.00	To suggest navigation structure and provide a document with page per page content plan To design a home page and necessary templates for content pages To build the web site on our development area

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					<i>To manage the “go live” process Annual hosting if required Implement SSL certificate, if required(renew</i>
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- 2) To consider the choice of 3 quotations for commission of design of the Home Energy Savings Booklet. Climate Emergency Co-ordinator to report.

Project	Company Name	Price Quoted	VAT	Price inc. VAT
Home Energy Savings Booklet design	Worthington Brown	£1060.00	£212.00	£1272.00
	This is Ruert	£933.33	£186.67	£1120.00
	Lois Creative	£1075.00	£0.00	£1075.00

- 3) To consider the choice of 5 quotations for commission of video content for the Climate Action website. Climate Emergency Co-ordinator to report.

Project	Company Name	Price Quoted for five	VAT	Price inc. VAT	Notes
Videos	This is Rupert	£750.00	£150.00	£900.00	<i>Each video: 1 x (up to) 3 minute short films 1 x edited film from footage supplied 'topped and tailed' with additional graphics in-line with HVCAS brand guidelines. Each film will be edited from customer supplied footage. We will include a new voiceover and music soundtrack if any of the edits cause problems with continuity. The films will be supplied back in the original aspect ratio unless otherwise requested.</i>
	KLTV (Kirklees Local TV)	£800.00	£0.00 (not VAT reg)	£800.00	<i>Creation of five videos (between one and three minutes each in length) this will include: 1. Reviewing all the raw footage 2. Editing the footage down to shorter publications 3. Creating the subtitles for each of the five videos KLTV will also help promote all our activities through their TV station</i>
	Byte Back Creative	£600.00	£0.00 (not VAT reg)	£600.00	<i>5 x Social media videos. We would recommend a shorter edit of no more than 45-60 secs for each clip. Square formatted for FB and LinkedIn etc. All these new videos will include subtitles but no V/O. We would look to be guided by you on exactly what are the key points to extract from the presentations. We would top and tail with branding and include a call to action</i>

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	Blacksmith Marketing Consultancy	£1755.00	£351.00	£2106.00	<i>To re record voice-overs using local studio facilities – existing voices - studio hire and mixing To add the above new voice-overs back in “like for like” To design and add standard intro and end frames To design then recreate and edit in new “scrolling intros” To license music tracks and add in where appropriate approx. To break the videos down into “social media shorts” adding intro and outro slides (each final video)</i>
	OneMedia	£625.00	£0.00 (not VAT reg)	£625.00	<i>To edit existing videos and then a last part for tidying up. Charge by the day so approximately three days of work. Each film will be edited form content provided by us. This includes subtitling. Videos will be created for social media usage</i>

- 4) To consider an authorisation to spend on signage to promote Active Transport. Mmbr Cath O’Halloran to report.

Close

8.00 pm

Paul Davies

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