

Holme Valley Parish Council

To all Members of the Publications and Communications Committee

You are hereby summoned by Councillor Duggs Carré as Chairman to attend a virtual **Extraordinary Meeting** of the **Publications and Communications Committee** to be held via the Zoom platform <https://us02web.zoom.us/j/88328866269> on **MONDAY 15 MARCH 2021** at **6.30 PM** to transact the following business -

- 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	6.30 pm
	Public Question Time	
	Prior to the commencement of the business session of the Council, there will be an open session lasting 15 minutes, for members of the public to speak to the Council.	
2021 47	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014	6.45 pm
	As Local (Parish & Town) Council meetings can now be recorded, the Chairman to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided. The meeting will be recorded by the Officer for publication on the Parish Council's YouTube channel.	
2021 48	To accept apologies for absence	6.46 pm
2021 49	To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda	6.47 pm
2021 50	To consider written requests for new DPI dispensations	6.48 pm
2021 51	To consider whether items on the agenda should be discussed in private session	6.49 pm
2021 52	To confirm the Minutes of the previous Committee meeting	6.50 pm
	- To confirm the Minutes of the Publications and Communications Standing Committee Meeting held on 15 February 2021, numbered 2021 32 to 2021 46 inclusive - previously distributed. (B)	

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2021 53 Combining virtual and in-person meetings

6.51 pm

- i. To consider, giving authorisation for expenditure on teleconferencing equipment using the Committee's Special Projects budget to allow members of the public to join meetings of Council and Council Committees virtually. Chairman to report. **(C)**

*For information, the Projected Budget Report **(D)** includes projected spending on the noticeboard for the toilets, a sign for the maintenance contractor and a sign for the rear of Holmfirth toilets, as well as committed, regular spending like Holme Valley Review. No other spending is anticipated.*

- ii. To consider options for recording in-person Council meetings for purposes of continuing to upload to YouTube. Deputy Clerk to report.

Close 7.00 pm

CLLr Duggs Carré

Chairman of the Publications and Communication Standing Committee
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Holme Valley Parish Council

MINUTES OF THE VIRTUAL PUBLICATIONS & COMMUNICATIONS COMMITTEE HELD VIA ZOOM ON MONDAY 15 FEBRUARY 2021

Those present:

Chairman: Cllr D Carré

Members: Cllrs K Bellamy, J Brook, R Hogley, B Lockley

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.

2021 32 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. No one wished to record the meeting. The meeting was being recorded by the Deputy Clerk on behalf of the Parish Council to upload to the Parish Council's YouTube channel. *[Please note, the first few minutes of the YouTube video did not record up to Item 36]*

2021 33 To accept apologies for absence

All Members were present.

2021 34 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2021 35 To consider written requests for new DPI dispensations

None had been received.

2021 36 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.

2021 37 To confirm the Minutes of the previous Committee meeting

RESOLVED: The Minutes of the Publications and Communications Committee Meeting held on 12 December 2020, numbered 2021 16 to 2021 31 inclusive were approved.

Holme Valley Parish Council

2021 38 Events/Publicity/Anniversaries

NOTED: The Committee noted that the Deputy Clerk has started to collect information on anniversaries of important local events and institutions including 1) Bolsterstone Choir crash, - 75th anniversary October 2022; 2) Holme Moss Transmitter, - 70th anniversary this year; 3) Honley Show centenary this year.

The Committee considered how the Parish Council could commemorate important anniversaries like these:

RESOLVED: With regard to commemorating the 75th anniversary of the Bolsterstone Male Voice Choir crash in Holmfirth, the Committee resolved for the Deputy Clerk to write to Bolsterstone Choir later in 2020 with a view to a musical tribute of some kind next year. The Parish Council would support an event by paying towards costs of venue hire, for example.

RESOLVED: With regard to Honley Show, the Committee resolved to ask organisers if the Parish Council could commemorate the 100th anniversary in some way, - by sponsorship of a competition for example, or in some other way.

RESOLVED: Regarding the 70th anniversary of Holme Moss transmitter, the Committee resolved for the Deputy Clerk to write to Arqiva, who own and operate the transmitter, to find out if anniversaries of the transmitter are celebrated, and whether, - pandemic-dependent, - the Parish Council might be involved in celebrations.

RESOLVED: The Committee further resolved to look into ways to celebrate the 100th birthday of the Duke of Edinburgh which will be 10th June 2021. The Deputy Clerk would investigate any national and local plans for celebratory events.

2021 39 HVPC signs and information

i. Asset Transfer Plaques for the Civic Hall and Holmfirth Toilets:

a. **NOTED:** The Committee noted that, due to lockdown the maintenance contractor is yet to move the plaque at Holmfirth Public Toilets to the other side of the door.

b. **NOTED:** The Committee noted that the Deputy Clerk has submitted a Listed Building Application for the plaque for the Civic Hall and is awaiting a response. Kirklees Council have asked for the Parish Council to allow a delay on the usual time to 28 days that an application takes, - because site visits are not allowed currently under lockdown.

RESOLVED: The Committee approved the communication allowing a delay in this process.

RESOLVED: The Committee resolved to acknowledge the 4th year of acquisition of the Civic Hall on 31st March 2021 on the Council's Facebook page.

ii. A Headline Typeface for Parish Council Signage:

The Committee considered the adoption of a consistent typeface/font for Council headline signage and publicity.

RESOLVED: The Committee resolved for the Council to adopt Calisto for headline typefaces referencing "Holme Valley Parish Council" and Council documents and Calibri for all body text.

iii. Pavement Sign for the Maintenance Contractor:

NOTED: The Committee noted that the Deputy Clerk had ordered a pavement sign for use by the maintenance contractor when at work on behalf of the Parish Council. The design is a stylised road to Holme Moss with the parish crest above. It will be double-sided. The finalised design would include "Holme Valley Parish Council" as agreed in the Calisto typeface. The order would be finalised once payment is authorised after Finance and Management 1st March 2021.

RESOLVED: The Deputy Clerk would circulate the design for the sign with the new typeface for review by Members.

Holme Valley Parish Council

2021 40 Council Noticeboards

- i. **NOTED:** The Committee noted that, due to lockdown, the maintenance contractor is yet to add the corkboard backing to the Civic Hall noticeboard and so the Deputy Clerk has not been able to update the content.
- ii. The Committee considered options for purchase of a lockable noticeboard for the space to the left of the door at Holmfirth public toilets. In consultation with the Chair and Deputy Chair, the options which best met the needs of the Council were supplied by the Notice Board Company.
RESOLVED: The Committee resolved to approve expenditure on the Classic 30 model in green at a size of H:1050mm x W: 750mm with the dome-shaped header with the words "Holme Valley Parish Council" in Calisto with the Parish Council crest above, and the accompanying pack of 36 magnets.

The Committee further considered the sign for the rear of the public toilets.

RESOLVED: The Committee resolved that the sign would, for visibility, be white lettering in Calibri with the Parish Council crest on a black background. It would be the height of 6 bricks by the width of 2 bricks. It would be made from a metal like aluminium. The signs for LADIES and GENTS would be removed.

2021 41 Press Coverage

Holme Valley Review:

- i. **NOTED:** The Committee noted the December 2020 edition of the Holme Valley Review
- ii. The Committee considered ideas for articles for the upcoming February edition of the Holme Valley Review.
RESOLVED: For the Deputy Clerk to update and use the articles as put forward by the Clerk and edited by the Committee Deputy Chair including any new grant awards and dog waste bag dispensers.
RESOLVED: That the Council Chairman's Strategic Priorities report for the Parish Council should be included in the Holme Valley Review in future as a separate item to the Council News section once Committees have reviewed that document fully.
- iii. The Committee considered ideas for articles for the forthcoming editions.
RESOLVED: The Deputy Clerk would ask Holme Valley Review for planned dates for future editions.

Holme Valley Parish Council

2021 42 Holme Valley Parish Council website and social media

- i. Website:
NOTED: Members noted the Deputy Clerk's report that new website content has consisted mainly of updating existing content. Deputy Clerk has added in the Councillors Attendance record.
- ii. Facebook:
NOTED: Members noted that the Chairman of Committee and the Deputy Clerk have used Facebook more with regard to Parish Council business. Chairman has promoted the YouTube channel through the Holmfirth Community page. Deputy Clerk has promoted some grants we have awarded where the recipient had sent photos like Hepworth band and Holmfirth and District Bowling Club.
- i. YouTube:
NOTED: Members noted the Deputy Clerk's report that the Parish Council's YouTube channel continues to function well, and videos do have regular viewers who use the videos to keep up to date with Council business. Because of recent interest in Parish Council meetings and the Committee Chairman's promotion of the Parish Council's YouTube channel, the last meeting of Council had received over 500 views.

2021 43 Annual Awards 2020-21

NOTED: The Committee noted to continue to defer any discussion of future awards until the pandemic is better under control. The item would remain as an agenda item until resolved.

2021 44 Purchase of hi-vis vests with the Parish Council crest

- i. **NOTED:** The Committee noted that the Council has purchased 40 hi-vis vests, - 30 large and 10 XL, - with the Parish Council crest on the back and the words "COMMUNITY VOLUNTEER" on front and back. The Deputy Clerk has drawn up a form to complete with community groups borrowing the vests.
- ii. The Committee considered how the Parish Council would promote the sharing of the vests.
RESOLVED: The Deputy Clerk would add an item about the loan-programme for the hi-vis vests onto the website and the Chairman would share with community groups.
RESOLVED: Under COVID restrictions there would be a 72-hour period between loans of the vests to allow natural disinfection of the bags and vests.

2021 45 Combining virtual and in-person meetings

Holme Valley Parish Council

The Committee considered next actions whereby the Parish Council might in future combine virtual and in-person meetings with regard to teleconferencing options.

RESOLVED: The Committee felt that the size and layout of the exhibition room does not lend itself well to conferencing.

RESOLVED: The Committee resolved to establish a small working group of Committee Members to look into options for relatively low-cost solutions whereby members of the public might be able to join virtually a Council or Council Committee meeting. This plan would need to include a computer like an Officer's laptop, camera, speaker/s, conference microphone, video device and screen (whether i. a projector and screen or ii. a monitor). The Committee resolved to put together a proposal of costings regarding a suitable teleconferencing system. The task of pricing up systems would be delegated to this teleconferencing working group of Committee Members. The Chairman of the Committee will contact the Deputy Clerk on or before 5th March 2021 to put forward options with pricings.

RESOLVED: The Deputy Chair of Committee to speak to the Civic Hall team about future plans for the Civic Hall, its internet infrastructure and whether it can be improved or upgraded.

RESOLVED: Deputy Clerk to look into the internet connection and whether it can be improved or upgraded, and to internet providers regarding costs of a faster internet service.

RESOLVED: To hold an extraordinary meeting of the Publications and Communications Committee on 15th March 2021 at 630pm before the Climate Emergency Standing Committee on that date to vote on purchase of an appropriate teleconferencing system for the Parish Council. As above, the Deputy Clerk needs this information a week or more before this date.

2021 46 The Committee's budget for 2020-21

NOTED: Members noted the Committee's year-to-date budgetary spending.

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Chairman

Proposal for Technology Purchases to Enable Virtual Attendance by Members of the Public to Council Meetings

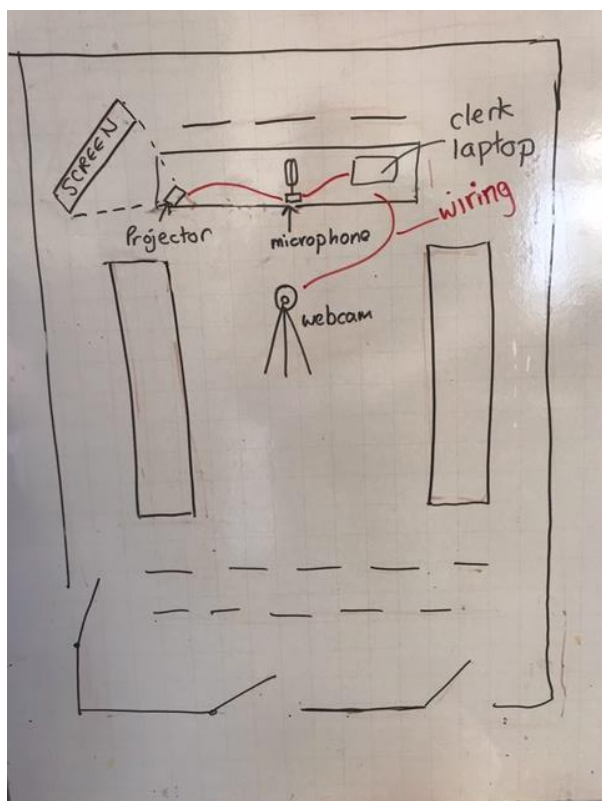
Proposed by Cllr Carre, Seconded by Cllr Hogley

Following discussion at the last Publications & Communications Meeting, it was agreed that there was sufficient budget in the Special Projects fund for the potential purchase of basic equipment to enable on line Zoom style communications for the public with the Council. These exchanges would be short public questions like we see on the No 10 Covid briefings or to receive updates from Council Officers, police, experts etc. This would allow general question time at the start of each meeting to facilitate virtual attendance by the public and for invited speakers on specific subjects to attend virtually rather than having to potentially travel some distance to attend.

The general view was that the Council meetings in their entirety (with the exception of the public question time) would generally be all on Zoom or all in the room - with a view that to combine a meeting with some Councillors in the room and others on a zoom link would be fraught with challenges. It is also not likely to be permissible with current meeting legislation (after 6th May 2021) unless the Government makes changes to the law. It is therefore not currently justifiable to buy top specification conference suite equipment with 360 degree cameras, multiple screens and top end Conference microphones. Therefore a simple approach is being proposed.

So it was discussed that we could simply buy a projector, basic conference microphone and a decent web cam that can connect to the Clerk / Deputy Clerk's Parish laptop to facilitate presentations and responses from the Chair & Clerk. Any questions asked by councillors to a presented could be relayed to the virtual attendee via the Chair if required.

A basic layout drawing is given below with the suggestion that all the equipment is located near the top table to reduce wiring problems and project the image in the top corner so it can be seen by all. The kit gives the option to move things about as required.



Cllr Carre has undertaken research by reading of reviews and costing everything on Amazon. We can get 3 well reviewed bits of equipment for below £500. If we went to the next quality up, the projector alone would cost over £1000 and the new smart 360 degree cameras would be close to that too.

Cllr Carre has created a wish list on Amazon and full specifications can be checked via that link (other suppliers are available). Whilst it might be possible to purchase the equipment locally, the range of options may be more

limited and costs may be higher and it could take longer to deliver. It is therefore proposed that the purchase is made through Amazon.

The following items are proposed for purchase:

Camera

Logitech Full HD C922 Pro Stream Webcam
£122.94

Conf Speaker / mic

Anker PowerConf Bluetooth Speakerphone
£109.99

Projector

WiMiUS K1 7500 L Video Projector
£229.99

Total cost £462.92

Wish list link on Amazon

https://www.amazon.co.uk/hz/wishlist/ls/1PG4HQ86R7341?ref_=wl_share

Reviews I found and referred too.

There was a review article on Amazon for speakers but I can't grab the link - I've used the Jabra at Kirklees Council as we used these extensively but the Anker reviewed slightly better. I have some Anker kit at home that's good so went with that.

Reviews

Best Conference webcam - top end 360 degrees

<https://www.google.co.uk/amp/s/www.digitalcameraworld.com/uk/amp/buying-guides/best-conference-webcam>

Best web cam for streaming

https://www.digitalcameraworld.com/uk/buying-guides/best-camera-for-streaming?_gl=1*_wxeri1*_ga*YW1wLWdNVmhXeHZNWVA2akFFaUVpQXBya25ORkxSSnAxUnRVejRqVXg4bmdCS3BhY01wNTlrbnZlUWIEMEptMjJWdV8.

Best projector - top end

<https://www.digitalcameraworld.com/uk/buying-guides/best-projector>

Best projector - mid range

<https://www.bluecinetech.co.uk/best-budget-projector/>

Pubs and Comms Budget 2020-21 Projected to End 2020-21

DESCRIPTION		Starting Budget	Revised Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	Remaining
Publications & Communications Committee																	
Community Champion	0.00%	£250	£250	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00
Communtiy Engagement	0.00%	£100	£100	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00
Publications	82.17%	£6,000	£6,000	£550.00	£0.00	£250.00	£0.00	£250.00	£1,700.00	£0.00	£0.00	£500.00	£0.00	£238.00	£1,442.07	£4,930.07	£1,069.93
Royal events	0.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
Tidy Trader Awards	0.00%	£100	£100	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00
Website & Media Co-ordination	32.90%	£1,000	£1,000	£0.00	£0.00	£281.99	£11.99	£0.00	£0.00	£0.00	£35.00	£0.00	£0.00	£0.00	£0.00	£328.98	£671.02
Special Projects	0.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
Total Publications & Communications	55.65%	£9,450	£9,450	£550.00	£0.00	£531.99	£11.99	£250.00	£1,700.00	£0.00	£35.00	£500.00	£0.00	£238.00	£1,442.07	£5,259.05	£4,190.95