

# Holme Valley Parish Council

## PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE MONDAY 5 SEPTEMBER 2022

### Draft Minutes

**PRESENT:** Cllr Kath Bellamy (Chair), Cllr Hogley, Cllr Brook

**ABSENT:** Cllr Lockley

**APOLOGIES AND REASON ACCEPTED:** Cllr Bustard

**OFFICER PRESENT:** Jen McIntosh (Clerk)

### PUBLIC QUESTION TIME

No members of the public were present.

### PROCEDURAL MATTERS

**2223 16 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

The Clerk recorded the meeting in video to upload to the Parish Council's YouTube channel. There were no requests to record the meeting.

**2223 17 Election and installation of Chairman of Publications and Communications Committee for remainder of 2022-23 Council Year**

This matter was deferred from the Annual Council meeting on 16-5-2022 and from Publications and Communications Committee meeting on 23-5-2022.

**Approved:** Cllr Kath Bellamy was installed as Chairman of the Publications and Communications Committee for remainder of the Council Year 2022-23.

**2223 18 Vice-Chairman of the Publications and Communications Committee for remainder of 2022-23 Council Year**

**Approved:** Cllr Rachel Hogley was installed as Vice-Chairman of the Publications and Communications Committee for remainder of Council Year 2022-23.

**2223 19 Apologies and reasons for absence**

The Clerk emailed out apologies received and reasons for absence.

**Resolved:** to approve apologies and reasons for absence received from Cllr Bustard.

**Resolved:** to recommend that Cllr Bustard be given a 6 month dispensation.

Apologies and reasons from Cllr Lockley were not approved.

**2223 20 Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

None disclosed.

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## 2223 21 Written requests for new DPI dispensations

None received.

## 2223 22 Items on the agenda to be discussed in private session

**Resolved:** that agenda items 2223 25 Tidy Trader and 2223 26 Annual Awards be discussed in private session.

## 2223 23 The Minutes of the previous Committee meeting

**Noted:** the Minutes of the PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE Meeting held on 23 May 2022, numbered 2223 01 to 2223 15 inclusive, approved at FULL COUNCIL meeting on 11-7-2022.

Clerk to action resolutions from item 2223 11 Covid Memorial update so that matters regarding the proposed memorial can be resolved at the PUBLICATIONS AND COMMUNICATIONS COMMITTEE meeting on 14 November 2022 so that recommendations can go forward to FULL COUNCIL at the meeting on 12 December 2022:

**RESOLVED:** The Committee resolved that the tree should be commissioned and installed during this Council year 2022-23.

**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.

## FINANCIAL MATTERS

### 2223 24 Committee Finance Report

**Noted:** the monies available from the 2022-23 budget in relation to upcoming agenda items as set out in *The Publications and Communications YTD Budget against Expenditure 2022-23 Report*.

There was likely to be some monies unspent from 4610. There may be a need to increase the budget for the Covid Memorial.

## COMMUNITY ENGAGEMENT

### 2223 25 Tidy Trader Awards 2022

This item was heard in private session.

The Tidy Trader 2022 Nominations Report was considered. There was a budget of £100 for the award. The two trophies have been returned to the Council from previous winners.

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**Resolved:** two Tidy Trader 2022 gold award competition winners and four silver award winners.

Clerk to prepare certificates, notify winners and make arrangements for the Chairman of the Council and another councillor to present the awards. Names to remain confidential until winners had been notified.

Clerk to thank councillors for their nominations.

## **2223 26 Annual Awards – arrangements for 2022-23**

This item was heard in private session.

Arrangements for nominating and presenting Community Champions Awards for 2022-23 were considered. With the current Council having entered its final year the Committee explored further awards categories for 2022-23.

**Resolved:** that nominations for Community Champions 2022-23 be requested from Councillors via email by the end of December for consideration at a special meeting on Monday 6 February prior to FULL COUNCIL meeting.

Clerk to research awards used by other councils and possible certificate styles for consideration at the PUBLICATIONS AND COMMUNICATIONS COMMITTEE meeting on 14 November 2022.

## **2223 27 Publicising the role of a Parish Councillor prior to the May 2023 elections**

The Committee heard that a new Parish Council was due to be elected in May 2023. It was critical that suitably committed and eligible candidates opt to stand for election so that the dream scenario of having every seat contested could be achieved.

The Parish Council's role in publicising the forthcoming opportunity for eligible candidates to put themselves forward for election and the resources available to support this were discussed. The Committee reflected on the desirability of attracting a diverse range of candidates to stand, bringing in a range of experiences and skills useful in the role.

**Resolved:** Clerk to make arrangements for the role and process to be advertised via the website, Facebook page and other outlets from November onwards.

Cllr Hogley to draft a short article on what it is like to be a Parish Councillor ready for the campaign's launch in November.

## **MEDIA AND PUBLICITY**

## **2223 28 Publicising the work of the HOLME VALLEY PARISH COUNCIL through print media**

The Committee heard that the Clerk is working on supplying community publications with a once-a-year tailored article regarding the work of the Parish Council. For 2022-23 this will focus on advertising the forthcoming May 2023 local elections and signpost residents to how they might put themselves forward to be parish councillors.

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The full-page monthly Holme Valley Parish Council Report in the Time In Time Out Magazine has now featured in the July, August and forthcoming September issues.

The formal HVPC Annual Report had been produced by the Deputy Clerk, published online and made available in paper format at the Civic Hall.

Work remained to be done on producing the more accessible and engaging A5 leaflet planned.

**Noted:** Print reports of the work of HOLME VALLEY PARISH COUNCIL published June-September 2022.

**Noted:** the Committee wished to relay its formal thanks to the Deputy Clerk/RFO for his work in producing the Annual Report.

**Resolved:** to approve for January 2023 the production of an A5 leaflet review of the last 4 years with some focus on 2022 and with link to the May 2023 elections. A5 leaflet to be posted to all households via Royal Mail.

Clerk to research design costs.

Options regarding the content to be considered further at PUBLICATIONS AND COMMUNICATIONS COMMITTEE meeting on 14 November 2022.

## 2223 29 Social media and website coverage

The Committee was informed that the Deputy Clerk/RFO was continuing to post items relevant to the work of HOLME VALLEY PARISH COUNCIL to the HVPC website and Facebook page. The Deputy Clerk is investigating introducing possible controls with regards to the Facebook page, whereby those wishing to comment on posts have to be mindful of expected standards. This is to deter inappropriate or offensive posts being made.

Clerk to report further.

**Noted:** the continuing use made of the HVPC website and Facebook page by the Deputy Clerk/RFO to publicise the work of the Council.

**Resolved:** to give authorisation to the Deputy Clerk/RFO to use the controls suggested by the Facebook template and to take down and report back on any inappropriate postings.

## CORRESPONDENCE

### 2223 30 HVPC Signs and Information Update

Two possible future developments were discussed by the Committee. First, the development of a Holmfirth Electronic Noticeboard may be a project undertaken by a community group. Second, a councillor had raised the possibility of 'boulder' signage for Holmfirth.

The Committee believed that if either of these projects in the future had the sufficient extra detail added needed to become firm proposals then FULL COUNCIL should consider them as new enterprises.

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## 2223 31 Items for publicity

Potential items for publicity arising from the meeting included:

- Honley South casual vacancy
- Tree planting
- Children's Jubilee posters
- Tidy Trader Awards

The Clerk to arrange for Cllr K Bellamy to be shown as Chair for PUBLICATIONS AND COMMUNICATIONS on HVPC website.

Cllr Brook to liaise with the Clerk regarding Hade Edge School pupils design for an HVPC Christmas Card.

The Clerk was asked to refresh the Holmfirth Public Toilets Noticeboard.

***The meeting closed at 8.45pm.***