

Holme Valley Parish Council

PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE MONDAY 20 MARCH 2023

PRESENT: Cllr Kath Bellamy (Chair), Cllr Trevor Bellamy, Cllr Jason Brook, Cllr Rachel Hogley, Cllr Chris Green

APOLOGIES: Cllr Mark Bustard (dispensation)

ABSENT: none

OFFICER ATTENDING: Jen McIntosh (Clerk)

DRAFT MINUTES

The Chair welcomed all to the meeting.

Public Question Time

No members of the public were in attendance.

PROCEDURAL MATTERS

2223 58 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 other requests to record the meeting.

2223 59 Apologies and reasons for absence

NOTED: apology for absence from Cllr Bustard by way of existing dispensation.

2223 60 Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

No Members' or Officers' personal and disclosable pecuniary interests in items on the agenda were declared.

2223 61 Written requests for new DPI dispensations

No written requests for new DPI dispensations to report.

2223 62 Items on the agenda to be discussed in private session

There were no items on the agenda to be discussed in private session.

2223 63 The Minutes of the previous Committee meeting

APPROVED: the Minutes of the PUBLICATIONS AND COMMUNICATIONS STANDING

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COMMITTEE Special Meeting held on 6 February 2023, numbered 2223 51 to 2223 57 inclusive.

FINANCIAL MATTERS

2223 64 Publications And Communications Committee Budget and Earmarked Reserves 2022-23 Year-to-Date

NOTED: the contents of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE Budget and Earmarked Reserves 2022-23 Year-to-Date report, as presented.

COMMUNITY ENGAGEMENT/EVENTS/PROJECTS

2223 65 Coronation Small Grant Applications

At the meeting on 14 November 2022 the PUBLICATIONS AND COMMUNICATIONS COMMITTEE resolved to approve the advertising and awarding of up to 10 small grants of up to £100 for parties/events to mark the Coronation of his Majesty King Charles III on Saturday 6 May 2023 from budget line 4615 Royal Events.

Clerk reported that 6 applications were received.

The legal power to bestow each of these grants is Local Government (Miscellaneous Provisions Act) 1976 Section 19.

- i. **APPROVED:** a grant application from Holmepride for £100 from budget 4615 Royal Events in support of the purchase of materials for volunteers to produce Coronation bunting to be hung in Holmfirth.
- ii. **APPROVED:** a grant application from Upperthong Residents Coronation Group for £100 from budget 4615 Royal Events in support of a Coronation street party.
- iii. **APPROVED:** a grant application from Friends of NABBS Schools for £100 from budget 4615 Royal Events in support of a Coronation tea party dance and picture or design a crown competition.
- iv. **APPROVED:** a grant application from Wooldale Allotment Association for £100 from budget 4615 Royal Events in support of a Coronation 'Big Lunch' on Sunday 7 May.
- v. **APPROVED:** a grant application from Towngate Courtyard Group, Holmfirth, for £25.50 from budget 4615 Royal Events in support of procuring bunting and flags to be hung in the courtyard area outside of Holmfirth Parish Church, Beatties, Kayes etc to celebrate the Coronation.
- vi. **APPROVED:** a grant application from Burhouse Court Residents, Honley, for £100 from budget 4615 Royal Events in support of a residents' event to celebrate the Coronation.

2223 66 The Coronation of His Majesty King Charles III

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Clerk reported that the Coronation will take place on Saturday 6 May 2023 with a Bank Holiday to follow on Monday 8 May 2023.

The Clerk had been in communication with Uppertong Residents Coronation Group regarding the proposed refurbishment of the red telephone kiosk on School Street as part of the Coronation celebrations. The group had been inspired by how the red kiosk in Wooldale was used as a centrepiece for Jubilee celebrations.

Heritage red hone boxes are part of the SERVICE PROVISION COMMITTEE's remit under the Scheme of Delegation. The issue was being considered at this meeting because the Residents Group wished for refurbishments to be completed in time for the Coronation celebrations and had raised this in conjunction with their Coronation Grant request. The next SERVICE PROVISION COMMITTEE meeting was not scheduled until 5-6-2023.

The Clerk had ascertained that the maintenance contractor could schedule the works for mid - April, if required. In the 2022-23 budget line for telephone kiosks (part of SERVICE PROVISION COMMITTEE's remit) was overdrawn, due to both the Wooldale box and Holmfirth Post Office box being refurbished in 2022-23.

Given that monies are available in the 2022-23 Royal Events budget line and this is, loosely, a Coronation project, the COMMITTEE was invited to consider it.

RESOLVED: to recommend to FULL COUNCIL approval of expenditure of up to £400 from 2022-23 Royal Events budget line to refurb Uppertong heritage red phone kiosk in time for the Coronation through 4735 Phone boxes from EMR 336 Royal Events.

There were no other actions required at this time in preparation for the Coronation of His Majesty King Charles III.

2223 67 Councillor Awards 2023

In response to a recommendation from the PUBLICATIONS AND COMMUNICATIONS COMMITTEE, the FULL COUNCIL meeting on Monday 6 February 2023 **NOTED** the arrangements for Councillor 20 years-plus Service Awards to be made at the ANNUAL PARISH COUNCIL meeting on Monday 27 March 2023.

The Clerk reported that 5 awards in the form of framed certificates were to be presented to 5 councillors who had served for 20 or more years on the Parish Council as of May 2023.

The Councillor Award recipients were to be contacted prior to the Annual Parish Council Meeting.

Publicity from the awarding of certificates was to be posted to HVPC Website and Facebook page in due course and feature in the May edition of TITO magazine.

The framed Certificates were shared for comment at the meeting.

NOTED: estimated expenditure on certificates, printing and frames for the Councillor Awards of up to £116.04 from budget 4610 Publications and Publicity.

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Clerk to contact Councillor Award recipients and make any necessary arrangements in due course for presentation of certificates at councillors' homes if any are unable to attend the ANNUAL PARISH COUNCIL meeting.

2223 68 Community Champions Awards

The Clerk reported that all Community Champions had been informed and accepted both their award and an invitation to attend the ANNUAL PARISH COUNCIL meeting on Monday 27 March 2023 to be presented with a personalised trophy.

A narrative setting out reasons for each award being presented to each group/individual to be prepared by the Clerk for the meeting.

NOTED: expenditure of £494.89 for 11 trophies and engraving from Fox Engravers, Huddersfield.

RESOLVED: to recommend to FULL COUNCIL virement of £244.89 from budget line 4625 website and media to budget line 4600 Community Champions towards the costs of the trophies.

2223 69 Holme Valley Covid Tree Sculpture

The Clerk reported on steps taken to date.

A site for the sculpture had been provisionally agreed with Holmfirth Civic Hall Community Trust (HCHCT) and a Planning Application for the siting of a metal sculpture had been submitted. This could not progress as more detailed plans were needed and so it would not be possible to have the sculpture commissioned, created and sited within the lifetime of the current Council.

Any future planning application seeking permission for the erection of a tree would require plans with the layout, access and scale all delineated; details of appearance and landscape could be reserved for subsequent approval should outline planning permission be granted.

RESOLVED: to pause further work on the project until the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT (CACE) COMMITTEE meeting on 10 July 2023.

Clerk to inform the sculptor and HCHCT of the above resolution.

Clerk to prepare a report on the project to date for the consideration of the CACE COMMITTEE. It would be for the CACE COMMITTEE to make decisions about the future of the project.

Clerk to inform the outgoing HVPC Chairman, Cllr Jason Brook, of the outcome of CACE COMMITTEE meeting on 10 July 2023 with reference to the Covid Tree Sculpture in due course.

2223 70 Holme Moss Topograph Project - update

Cllr Hogley reported on progress regarding the development of a Holme Moss Viewpoint.

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Planning Permission had been received and stone to be used sourced. Work on production of the Topograph had begun and it was hoped that installation would be in time for the Coronation. Yorkshire Water had agreed to pay transport and installation costs.

The design would be shared with FULL COUNCIL in due course.

Cllr Hogley to confirm date for an 'unveiling' celebration and arrange for Chairman of HVPC, Deputy Lieutenant of West Yorkshire, and representative of Peak District National Park to be present.

RESOLVED: to recommend to FULL COUNCIL commitment of expenditure and payment of up to £50 to fund a Topograph unveiling event, possibly over the Coronation Weekend, through 4640 Topograph from EMR 334 Holme Moss Topograph.

NOTED: the PUBLICATIONS AND COMMUNICATIONS COMMITTEE wished to place on record its thanks to Cllr Rachel Hogley for leading the Holme Moss Topograph project from inception to conclusion.

MEDIA AND PUBLICITY

2223 71 Publicising the work of the HOLME VALLEY PARISH COUNCIL through print media

The Clerk reported that she had supplied community publications *Hade Edge Breeze* and *Hepworth Focus* with copy for their Winter and Spring editions and secured an annual contract with each publication to have regular HVPC news featured.

Contract with Hade Edge Breeze was secured 24-11-2022 to provide 4 x issues with one full colour page for £120. Contract with Hepworth Focus was secured 20-02-2023 to provide 4 x issues with one black and white page for £100. Both invoices were paid from budget 4610 Publications and Publicity.

The Summer editions were likely to include a once-a-year tailored article regarding the work of the Parish Council 2022-23 based on the *Annual Report* with the Autumn edition introducing the Parish Council elected in May 2023.

The full-page monthly Holme Valley Parish Council Report in the *Time In Time Out* Magazine for the December 2022 to March 2023 issues were presented.

NOTED: Print reports of the work of HOLME VALLEY PARISH COUNCIL published November 2022 to March 2023 in TITO Magazine.

NOTED: Print reports of the work of HOLME VALLEY PARISH COUNCIL published November 2022 to March 2023 in Hade Edge Breeze Magazine.

NOTED: Print reports of the work of HOLME VALLEY PARISH COUNCIL published November 2022 to March 2023 in Hepworth Focus Magazine.

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NOTED: payments of £100 from budget line 4610 Publications and Publicity made to Hepworth Focus magazine and £120 to Hade Edge Breeze magazine to pay for inclusion of one-page HVPC news items in 4 issues of each magazine authorised by the Clerk.

2223 72 Reporting to Holme Valley residents and publicising the role of a Parish Councillor prior to the May 2023 elections via production and distribution of an A5 leaflet

The Clerk reported that included in the meeting papers under consideration was the A5 HVPC leaflet, to be distributed to Holme Valley homes via Royal Mail in the week beginning Monday 20 March 2023. This leaflet contained information about the work of Holme Valley Parish Council, some key achievements from 2022-23 and information about standing for election as a parish councillor.

Cllr Hogley had provided the text for the letter with remaining copy put together by the Clerk. Hollywood Agency quoted for the design services and printing at a cost of £1,743.70 (inc VAT = £2,092.44).

The production of the leaflet had not been without incident, as evidenced in the written report the Clerk had shared with the COMMITTEE by email prior to the meeting. The Clerk had authorised the Royal Mail payment as a matter of urgency in order to facilitate the timely distribution of the leaflets.

NOTED: the A5 HVPC leaflet due to be distributed in week beginning Monday 20 March.

NOTED: payment of £1,743.70 (inc VAT = £2,092.44) for the design of an A5 leaflet by the Hollywood Agency (approved 14-11-22) plus distribution costs of £923.34 (inc VAT = £1,110.78) to distribute 12,720 leaflets with Royal Mail.

2223 73 Social media and website coverage

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 Clerk reported on 18 posts made in 2023 so far.

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

NOTED: the PUBLICATIONS AND COMMUNICATIONS COMMITTEE wished to acknowledge and to thank the Deputy Clerk/RFO for the important and effective work to date that he has led on in the field of communicating the work of HVPC.

2223 74 May 2023 Parish Council Elections – actions taken

The Clerk reported that the new Parish Council was due to be elected in May 2023.

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The Clerk attended a Microsoft Teams Election Briefing organised by Kirklees on 24 January 2023 and collected nominations packs in February so that these were available to collect from the Parish Council Office in the Civic rather than obliging potential nominees to collect in person from Kirkgate Buildings in Huddersfield.

The availability of the packs from the Civic and also the *HVPC Information Sheet - Parish Council Nominations* had been publicised through the HVPC website and HVPC Facebook page.

NOTED: actions taken by the Clerk in respect of the 4 May 2023 Parish Council elections.

FORWARD-PLANNING FOR COUNCIL YEAR 2023-24

2223 75 Climate Action, Communications and Engagement Committee

Clerk reported that at a meeting of the FULL COUNCIL on Monday 12 December 2022 it was **RESOLVED** in principle to merge the CLIMATE EMERGENCY STANDING COMMITTEE and the PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE for the Council Year beginning May 2023, pending a review of both Committees to ensure that all responsibilities of each Committee had been covered within revised Standing Orders.

A name for the new merged committee - CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE - was **APPROVED** at FULL COUNCIL on Monday 6 February 2023.

In respect of the review, Revised Standing Orders and Scheme of Delegation for 2023-24 were presented, setting out how the responsibilities of each of the two original committees would be combined.

An Assistant Clerk, Mrs Gemma Sharp, had been appointed to clerk for the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT PUBLICATIONS AND COMMUNICATIONS COMMITTEE and also for the PLANNING COMMITTEE and was due to commence work on Tuesday 11 April 2023.

RESOLVED: to approve the revised Standing Orders and Scheme of Delegation as presented, with amendments to be made to the cover sheets for Annual Council on 15 May 2023, reflecting the establishment of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE for the Council Year 2023-24.

2223 76 Publications And Communications Committee 2023-24 Budget and Earmarked Reserves

Clerk reported that at a meeting of the FULL COUNCIL on Monday 12 December 2022 it was **RESOLVED** in principle to merge the CLIMATE EMERGENCY STANDING COMMITTEE and the PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE for the Council Year beginning May 2023 and to have a 2023-24 budget for the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE based on keeping the individual budget lines of each of the two existing Committees.

The Clerk further reported that the CLIMATE EMERGENCY STANDING COMMITTEE had resolved to keep the budget as originally presented and not recommend the re-assigning of any budget

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lines.

It would be for CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE to consider its budget and decide on any changes, particularly looking forward to the Budget for 2024-25.

RESOLVED: to approve all budget lines from the PUBLICATIONS AND COMMUNICATIONS COMMITTEE 2023-24 Budget and Earmarked Reserves be managed by the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE.

2223 77 Items for publicity

Suggested items for publicity included:

- publicising the Community Champions Awards;
- publicising the Councillor Awards;
- publicising the unveiling of the Holme Moss Topograph;
- publicising the new Council, once elected, and the Chair and Vice-Chair office holders.

Meeting ended 8.55pm.