

Holme Valley Parish Council

To all Members of the Publications and Communications Committee

You are hereby summoned to attend a virtual meeting of the **Publications and Communications Committee** to be held via the Zoom platform <https://us02web.zoom.us/j/87531140358> on **MONDAY 7 DECEMBER 2020** at **07:00 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	7.00 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 16	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014	7.15 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 17	To accept apologies for absence	7.16 pm
2021 18	To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda	7.17 pm
2021 19	To consider written requests for new DPI dispensations	7.18 pm
2021 20	To consider whether items on the agenda should be discussed in private session	7.19 pm
2021 21	To confirm the Minutes of the previous Committee meeting	7.20 pm
	- To confirm the Minutes of the Publications and Communications Standing Committee Meeting held on 14 September 2020, numbered 2021 01 to 2021 15 inclusive – previously distributed. (B)	
2021 22	Events/Publicity/Anniversaries	7.21 pm
	- To note, the Climate Emergency Co-ordinator ran a weeklong series of events to promote the Holme Valley Parish Council Climate Emergency Action Plan. The week involved videos, webinars and live streams.	
	- To consider, how to commemorate the 40 th anniversary of the Holme Valley Minibus Service which was 13 th November 2020.	
	- To note, we have been contacted, - a long time in advance of the event! - about the Parish Council getting involved with the 175 th anniversary of the great flood.	

Holme Valley Parish Council

- 2021 23 HVPC signs and information 7.30 pm**
- To note, the asset transfer plaques have been cast. **(C)** The maintenance contractor has installed the plaque at Holmfirth Public Toilets. The Deputy Clerk has contacted Kirklees Planning regarding the plaque for the Civic Hall, which is a listed building, and is awaiting a response.
- 2021 24 Council noticeboards 7.32 pm**
- Deputy Clerk to report.
- 2021 25 Press coverage 7.34 pm**
- Holme Valley Review:
 - editions of the Holme Valley Review September, October 2020 **(D)**
 - Holme Valley Review articles for upcoming November/December edition **(E)**
 - to consider ideas for articles for the forthcoming editions
- 2021 26 Holme Valley Parish Council website and social media 7.40 pm**
- Website:
To note, the Deputy Clerk reports that new website content has consisted mainly of updating existing content. However, links to the Climate Emergency Action website, Facebook page, and YouTube channel have been added to the home page, and the Climate Emergency content has been given greater prominence. There is now a record of all scheduled meetings on the Meetings page as well as the breakdown of Committee membership.
 - Facebook:
To consider whether to allow more people to be administrators, editors and moderators of the Parish Council Facebook page.
 - YouTube:
To note, the [Parish Council's YouTube channel](#) is functioning well and videos do have regular viewers who use the videos to keep up to date with Council business. The highest number of views for a video is over 500. Most videos have a much smaller audience but every video has views.
- 2021 27 Climate Emergency Standing Committee website and social media 7.44 pm**
- To note, the Climate Emergency Co-ordinator has set up a standalone website for that Committee called [Holme Valley Climate Action](#).
 - To note, the Climate Emergency Co-ordinator has set up a Facebook page called [Holme Valley Climate Emergency](#). The Facebook page in November “reached” around 13,000 people, - that means 13,000 people saw any content on the page. It had 2446 “engagements” which means the number of video views, comments, likes, shares and so on. The page got 11 likes. About half the engagements were about the water bottle filling station.
 - To note, the Climate Emergency Co-ordinator has set up a YouTube channel for videos called [Holme Valley Climate Action](#). Videos have up to 30 views.

Holme Valley Parish Council

- To consider, how best to support the Climate Emergency Co-ordinator in terms of the publicity she is generating.

2021 28 Annual Awards 2020-21 7.50 pm

- To further consider any awards and honours that the Parish Council will give out this year – what to give out awards/honours for, - processes and timescales, - nominations, selection of those to be honoured and plans for presentation.
- To note, two Councillors have made nominations with the Community Champions awards in mind.

2021 29 Supporting local events and raising the Profile of Holme Valley Parish Council 8.10 pm

To consider, how the Committee can help support local events whilst raising the profile of the Parish Council, - Chairman to report. **(F)**

- To consider the purchase of a noticeboard for public display and use outside Holmfirth Public Toilets, - Chairman to report. **(G)**
- To consider the purchase of a mobile sign for use at Parish Council events and by the maintenance contractor, - Chairman to report. **(H)**
- To consider the purchase of a quantity of hi-vis vests for use at Parish Council and community events, - Vice Chair to report. **(I)**

2021 30 Combining virtual and in-person meetings 8.25 pm

To consider whether the Parish Council in future might combine virtual and in-person meetings, - Cllr Kath Bellamy to report.

2021 31 The Committee's budget for 2020-21 8.30 pm

- The RFO/Deputy Clerk to report.

Richard McGill

Deputy Clerk to the Council

Holme Valley Parish Council
Holmfirth Civic Hall, Huddersfield Road, HOLMFIRTH HD9 3AS
Telephone: 01484 687460
Email: clerk@holmevalleyparishcouncil.gov.uk

Holme Valley Parish Council

MINUTES OF THE VIRTUAL PUBLICATIONS & COMMUNICATIONS COMMITTEE HELD VIA ZOOM ON MONDAY 14 SEPTEMBER 2020

Those present:

Chairman: Cllr R Hogley

Members: G Barker, K Bellamy, J Brook, D Carré

Officers: 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 01 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.

2021 02 To accept apologies for absence

RESOLVED: Apologies for absence were received from Cllr Feeney and approved by the Committee.

Cllr Lockley did not tender an apology for his absence. Cllr Carré had let the Chair know that he was running late.

2021 03 To receive Members' personal and disclosable pecuniary interests in items on the agenda

None received.

2021 04 To receive Officers' personal and disclosable pecuniary interests in items on the agenda

None received.

2021 05 To consider written requests for new DPI dispensations

None received.

2021 06 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 07 To confirm the Minutes of the previous Committee meeting

RESOLVED: The Minutes of the Publications and Communications Committee Meeting held on 10 February 2020, numbered 1920 51 to 1920 66 inclusive – previously distributed, - were confirmed.

Holme Valley Parish Council

2021 08 Events/Publicity

Due to COVID-19, the Tour de Yorkshire and most of the planned events around VE Day had had to be cancelled. The Parish Council had previously awarded grants to a number of community groups and organisations to commemorate these events.

NOTED: The Committee noted that the Parish Council had resolved not to ask for the return of grant money from these community groups and organisations, but that the groups have been advised that they have to use the money for future events that benefit the Holme Valley.

NOTED: The Committee noted that the wreaths for Remembrance Day had been delivered, and that the arrangements for how the Day was commemorated were pending given the current restrictions related to COVID-19.

2021 09 HVPC signs and information

NOTED: The Committee noted that the Asset Transfer Plaques for Holmfirth Civic Hall and Holmfirth public toilets are currently being crafted by Leander Architectural. They should be ready to be installed very soon.

RESOLVED: The Deputy Clerk would discuss installation with the maintenance contractor.

Cllr D Carré entered the meeting at this point.

2021 10 Council Noticeboards

The Deputy Clerk showed the Committee a mock-up of a noticeboard he had been working on using the old Parish Council noticeboard.

RESOLVED:

- The Committee resolved that a noticeboard like the mock-up should be displayed outside the Civic Hall and, once a location is agreed, in Honley.
- Committee decided that a map of the town centre/s with points of interest should be included
- The Deputy Clerk would discuss with the maintenance contractor the possibility of refurbishing the noticeboards (the one at the Civic Hall and the one for Honley), including installing suitable, new backing material for the boards.

2021 11 Press Coverage

NOTED: The Committee noted the articles from the Council News section of the Holme Valley Review and the Annual Report of the Parish Council.

RESOLVED: The Chair said she would ask other Committee Chairs to consider potential articles for the Holme Valley Review after they are elected. One article would be to introduce the new Chairs and Committee Members.

2021 12 Holme Valley Parish Website, and Facebook

NOTED: The Committee noted changes to the Parish Council website regarding the Transparency Code, links to the Parish Council YouTube Channel and the repository for supporting paperwork for meetings.

The Committee considered whether the Parish Council should change/widen the focus of the Parish Council's Facebook page.

RESOLVED: The Committee resolved that the scope of the Parish Council's Facebook page should be somewhat widened to post and/or share information from other organisations that is especially pertinent and important to the Holme Valley and especially given the current emergency context. The Committee did not, though, think that the Parish Council's Facebook page should become a site that shared everything posted by other Holme Valley organisations.

Holme Valley Parish Council

2021 13 YouTube Account for Zoom recordings

NOTED: The Committee noted that the Parish Council's YouTube channel for Zoom recordings of Parish Council meetings had been set up and acknowledged that there had been some problems uploading videos.

RESOLVED:

- The Committee resolved that Zoom recordings of meetings should only be uploaded to YouTube once the draft minutes had been approved by the Committee Chairs and the minutes uploaded to the website.
- The Deputy Clerk to add some text to the YouTube channel to direct viewers to the minutes of meetings on the website.

2021 14 Annual Awards 2020-21

The Committee considered the awards and honours that the Parish Council might give out this year to honour the community, given the current situation with COVID-19.

RESOLVED: Members resolved that

- The Tidy Trader awards would not be given out this year.
- The Community Champions award might continue but in a modified form, perhaps to celebrate broadly the "spirit of community".
- It would, at some future point, be highly appropriate to honour the local community for its response to the pandemic but, given the ongoing situation, the Committee decided that it was not yet the time to consider this.
- The Deputy Clerk would contact Members in December for them to reflect on ideas they have for any possible awards, honours, installations, celebrations or commemorations that might be appropriate to mark the community's response to the pandemic.
- The awards may need to be carried over into the next financial year, with budget implications for the 2021-22 budget setting.

2021 15 Year-to-date Budget against expenditure

NOTED: Members noted the Year-to-Date Budget v Expenditure report from the Deputy Clerk.

.....
Chairman



Holmfirth Civic Hall
was transferred from
Kirklees Council
to Holme Valley Parish Council
on 31st March 2017,
thereby securing its future
for the local community



Holmfirth Public Toilets
were transferred from
Kirklees Council
to **Holme Valley Parish Council**
on **5th August 2016**,
thereby securing their future
for the local community



(at Head height)





Holmfirth Public Toilets
were transferred from
Kirkstow Council
to Holme Valley Parish Council
on 5th August 2016,
thereby securing their future
for the local community



PARISH COUNCIL NEWS



The new Council for 2020-21

AS WITH everything else this year, the Council's routines have been very much affected by COVID-19.

Normally, a new Chair for the Council would have been elected in May of this year and, at the same meeting, Chairs and members would have been elected to the various Standing Committees.

This year, none of that happened. So it is only now that we are constituting the Council for 2020-21.

At the Annual Meeting of the Parish Council on September, 21 the Council will elect a new Chair.

Following that, Chairs, Vice Chairs and Members will be elected to the seven Standing Committees detailed below. All Committees usually meet every three months, with Planning meeting monthly to fit with planning application timescales.

Finance and Management Standing Committee:

This Committee supports the Responsible Finance Officer (RFO) to make sure that electors' precept money is managed and spent wisely and is secure from fraud and misuse.

This Committee advises the Council on the amount of precept

needed each year for the Council to conduct its business and on the associated charges to households.

Members regularly review a variety of financial records to ensure that budgets are managed effectively and, for example, that investments are appropriate. The Committee also offers grants to community groups seeking funding for events, projects and educational trips.

Community Assets Standing Committee:

This Committee supports community building assets in the Holme Valley which are important to people in the locality.

It oversees community assets owned by the Parish Council – like Holmfirth Civic Hall and Holmfirth public toilets, – but also maintains a budget to assist the ongoing sustainability of other community-owned assets that may be at risk.

Service Provision Standing Committee:

This Committee supports important services to the community. This includes a wide variety of things including subsidising the Holme

Valley Minibus and contributing to the Patient Transport scheme, funding youth facilities, as well as installing dog poo bag dispensers and defibrillators.

This Committee also oversees aspects of Christmas provision including paying for Christmas trees in villages throughout the Valley.

It maintains hundreds of public benches and many bus shelters across the Valley through our contractor, John.

Planning Standing Committee:

The Planning Committee reviews all Planning Applications in the Holme Valley and advises Kirklees Council and the Peak District National Park on all applications received.

This Committee also leads on the Holme Valley Neighbourhood Development Plan which hopefully should go to public referendum in 2021.

Publications and Communications Standing Committee:

This Committee oversees publicity and communications from the Council.

It manages the Council

noticeboard, website and social media, as well as the Council News column and Annual Report in the Holme Valley Review.

This Committee also recognises deserving members of the Holme Valley community through its Tidy Trader and Community Champions awards schemes.

Finally, this Committee leads on commemorating important local and national events and celebrations.

Staffing Standing Committee:

This Committee oversees the contracts, training and performance-management of staff.

Climate Emergency Standing Committee:

This is the newest of the Committees and its remit is to deliver the outcomes of the Holme Valley Climate Emergency Action Plan.

This committee consists of both Councillors and co-opted members of the public.

The Committee is also unusual in that it has a number of sub-groups overseeing different aspects and outcomes of the Climate Emergency Action Plan.

Water bottle filling station

AS PART of partnership working by the Parish Council's Climate Emergency Committee and its Community Assets Support Committee, the Council has commissioned a water bottle filling station to be installed outside Holmfirth toilets.

According to Green Alliance, the average UK adult consumes around 150 single-use water bottles each year.

This is wasteful. So, rather than buying another bottle of water just to drink and throw the container away, why not fill up a reusable bottle, and do your little bit to cut down on waste (and save a bit of money, too).

The new filling station should be installed over the next month or so, so watch out for it, and please make use of it!





PARISH COUNCIL NEWS



Chair and Vice Chair elected

THE Council has this past month elected a new Chair and Vice Chair of Council for the year ahead.

The newly-elected Chair is Councillor Rachel Hogley. Cllr Hogley is an Independent Member for Holmfirth Central ward.

She has served as a Councillor for five years, last year as Vice Chair of the Council. She has also served recently as Committee Chair for the Publications and Communications Committee and been Chair of the Neighbourhood Development Plan Steering Group.

On being elected, Councillor Hogley said she was honoured to be chair of such a historic body as the Parish Council. She stated that even given the current restrictions there are great things the Council can still push forward, such as the asset transfer of Honley Library, moving the Neighbourhood Development Plan through to referendum and implementing the Climate Emergency Action Plan.

Elected Vice Chair of the Council was Cllr Michael Pogson. Cllr Pogson is the Labour Member for the Brockholes ward. Councillor Pogson said he was chuffed and proud to take on the role especially given the tradition of excellent Vice Chairs. Cllr Pogson said he hoped to live up to the great standards of his predecessors.

Standing Committees – election of chairs, vice chairs and members

FOLLOWING the election of the Chair and Vice Chair of the Council, Members were next elected to the Standing Committees of the Council.

Climate Emergency Standing Committee: This Committee has the remit of delivering the outcomes of the Holme Valley Climate Emergency Action Plan. Councillor Paul Davies, a Labour Member for Wooldale ward, was re-elected to chair this Committee. Cllr Glyn Barker, Labour Holmfirth Central, was re-elected Vice Chair. Councillors elected to the Committee were: Cllr Trevor Bellamy, Cllr Donald Firth, Cllr Darryl Gould, Cllr Rachel Hogley, Cllr Judith Roberts and Cllr Sarah Sheard. This Committee is unusual in that it consists of both Councillors and co-opted members of the public. At the first meeting of the Committee, the following members of the public were co-opted: Caroline Anstey, Stephen Barker, Frances Bennett, Greta Bradley, Andrew Colwill, Cath O'Halloran, Alison Morgan, John Queening and Matthew Tulley.

Community Assets Standing Committee: This Committee supports community building assets in the Holme Valley. Councillor Pat

Colling was elected by the Parish Council to the position of Chair. Cllr Colling is a Labour Member for the Honley Central and East ward. She was elected to the Parish Council in the year 2019. Cllr Kath Bellamy, Conservative Member for the Upper Holme Valley, was elected Vice Chair of the Committee. They will be supported this year by the following Committee Members: Cllr Mary Blacka, Cllr Jason Brook, Cllr Duggs Carré, Cllr Tom Dixon, Cllr Sean East and Cllr Rachel Hogley.

Finance and Management Standing Committee: As well as assuming the role of Vice Chairman of the Parish Council, Cllr Michael Pogson was also elected to Chair the Finance and Management Standing Committee. Councillor Joe Sweeney, Labour Member for Honley South, will serve as Vice Chair of the Committee. Other Members that make up the Committee are: Cllr Mary Blacka, Cllr Pat Colling, Cllr Paul Davies, Cllr Paul Dixon, Cllr Charles Greaves, Cllr Rachel Hogley and Cllr Di Hall.

Planning Standing Committee: For the Planning Standing Committee, Councillor Mary Blacka

was elected Chairman. Cllr Blacka is a Labour Member for the Scholes ward. She was newly-elected to the Parish Council in the year 2019. On being voted Chair, Cllr Blacka paid tribute to Cllr Judith Roberts who has diligently served as Planning Committee Chair for many years. Councillor Tom Dixon, Independent Member for Hepworth ward, was subsequently elected Vice Chairman at the first meeting of the Committee. Other Planning Committee Members are: Cllr Pat Colling, Cllr Paul Dixon, Cllr Darryl Gould, Cllr Rachel Hogley and Cllr Michael Pogson.

Publications and Communications Standing Committee: This Committee oversees publicity and communications for the Council. Members elected Councillor Duggs Carré as Chairman of the Committee. Cllr Carré is a Co-operative Party Member for the Upperthong ward. Elected Vice Chair was Cllr Rachel Hogley. They will work with the other Committee Members: Cllr Kath Bellamy, Cllr Jason Brook and Cllr Ben Lockley

Service Provision Standing Committee: This Committee supports important services to

the community, like the Holme Valley Minibus, the Patient Transport scheme, dog poo bag dispensers, benches and so on. This year, Councillors voted Cllr Jason Brook as Chairman of the Standing Committee. Cllr Brook is a Conservative representative for the Wooldale ward who has served on the Council for several years including a year as Chairman. Elected to support him as Vice Chair was Cllr Kath Bellamy who is to serve as Vice Chair of two Standing Committees. The other Committee members are: Cllr Mary Blacka, Cllr Sean East, Cllr Tom Dixon, Cllr Bernie Feeney, Cllr Michael Pogson and Cllr Judith Roberts.

Staffing Standing Committee: This Committee oversees the contracts, training and performance-management of staff. The Chair and Vice Chair of the Council sit on this Committee, as well as the Chairs of each of the Standing Committees, plus Cllr Sweeney as Vice Chair of Finance. The Chairman of the Staffing Standing Committee is, by tradition, the previous year's Council Chair, so Cllr Trevor Bellamy will serve as Chairman of the Staffing Standing Committee for 2020-21.

Chairman of Holme Valley Parish Council's Christmas Message:

Merry Christmas to all in the Holme Valley!



Best wishes to you and your families and thank you for helping our community during this pandemic.

Please support our local shops and services if you can and remember to look out for your friends and neighbours over this festive period.

2020 has been an extremely challenging year for our community and we hope that 2021 will be a Happier New Year for us all.

Cllr Rachel Hogley

Christmas is coming:

Each year, the Parish Council is delighted to support Christmas celebrations across the Holme Valley. The Council pays for Christmas trees to be displayed in nine villages across the parish and champions community groups in Holmfirth and Honley to enhance our valley with beautiful Christmas decorations.

Remembrance Day:

As with everything else, Remembrance Day commemorations were affected by the pandemic. Nevertheless, Councillors maintained the tradition of laying poppy wreaths at eight war memorials across the Holme Valley and the Chairman to the Parish Council attended an outdoor service at the Holme Valley War Memorial to pay respects to the fallen. Lest we forget.



Councillor Rachel Hogley



Holme Valley War Memorial

Holme Valley Neighbourhood Development Plan:

The Neighbourhood Development Plan has now been approved by Kirklees Council to undertake its next stage of consultation before review by the independent Planning Examiner and subsequent referendum. This Regulation 16 consultation lasts for 8 weeks and will be live from 12pm Tuesday 8th December at www.kirklees.gov.uk/neighbourhood-planning.

Ey up! Fill up! Drink up!

The water fountain bottle filling station is now up and running at Holmfirth toilets. So, if you are out exercising, refill your water bottle at our fountain, save yourself some money, and help the Parish Council cut down on plastic waste. The water tastes great!



[HVR: This should be just a small image like it is here as we will be having a bigger photo with Councillors present for a later edition.]

REPORT: Supporting local events & raising the profile of HVPC

Background.

All the people of the Holme Valley should know more about what we do and the activities we support. As we know, Parish Councils up and down the Country enjoy a mixed press with many people in parished areas unaware of what they do and occasionally people express concern as to the cost and overall benefit of this layer of democracy. In part this situation is due to the fact that the Councils themselves don't tend to publicise what they do. The Holme Valley Parish Council is better than most with regular columns in the local press, an up to date web page with featured news stories and a presence on Facebook.

This report outlines some more actions we could take to both increase our profile while promoting local activities either run, or supported, by the Parish Council. This committee exists to oversee the Council's work in regard to communications and these proposals are a possible way forward in this regard.

Proposal

The committee is asked to consider supporting 3 new ideas that will cost relatively little but help address the issues above.

1. Purchase of noticeboard to go on the Holmfirth public toilets (and in time Honley library) to promote community events.
2. Purchase of mobile sign for display at HVPS events and also by our maintenance contractor when undertaking HVPC works.
3. Purchase of hi-vis vests for use at local events.

Budget

All of these could be funded from the Special Projects fund which is as yet unspent this year. It is noted that this budget may not cover all three ideas but there may be other savings in Pubs & Comms budget from a reduced amount of Holme Valley Review publications this year and lack of Tidy Trader / Community Champion events, this should mean that we can find monies from elsewhere in our budget. In the past there were some earmarked reserves for a community noticeboard as the Parish have talked about having one on the toilets in Holmfirth in the past, and this community board could be replicated in Honley.

More detail of each proposal is outlined in reports.

REPORT: Purchase of a community noticeboard to go on Holmfirth public toilets to promote community events.

Decision needed – to approve a rough budget to create up to 2 matching community notice boards to be erected on the toilet block and, in due time, at the library in Honley. The Honley one can be deferred to be funded from 2021/22 funds

Finding spaces to promote local events for us as a Parish and community groups is a challenge. People have taken matters into their own hands and created an effective noticeboard space on the fence by the recycling bins in the Coop car park in Holmfirth. There is no decent noticeboard nearer to the heart of the town. So it would be good to have a noticeboard on the front of the toilets in Holmfirth to promote local events (this also builds on the principle of encouraging awareness of festivals etc.). This idea could be progressed by this committee and we could agree in principle to explore options so we can get something set up. We would need quotes and proposed designs to come back to be signed off and also liaise with CASC. Ideally this could be a lockable / enclosed board so only we can put things on it rather than a pin board which people stick up their own things on. Pin boards tend to quickly become out of date or are used for non-community promotions. Once in place we would need to create a simple way for people to get access to the display space. A provisional budget of £600 would be helpful as a quick look on line found commercial board makers with products in this price range. .

This small step will help both people promoting events and the public looking to see what's on. In the longer term we could take this idea further and look for sites to erect the larger PVC event banners which can become a blight rather than a benefit at certain times of the year.

REPORT: Purchase of mobile sign for display at HVPC events and also by our maintenance contractor when undertaking HVPC works

Decision needed - approve a small budget to purchase some signage to highlight that works underway or events are supported by the HVPC

Sometime ago it was floated that there would be benefit in creating an A-board or similar with our logo on for our maintenance contractor to put up when he's doing maintenance work on benches, mowing / strimming etc. Meltham Town Council have got one of these and it seems to work well. Such a board could also be used at other events that we might run or attend as a Parish Council if the design was general enough.

The clerk at Meltham said the boards were designed so that the contractor can attach to on trailer, and also remove and fit into a solid base so that can be displayed on site if he's doing some work in the park. All the products were provided by Zest for Print in Meltham. A conversation with Zest discussed a similar sign and also the option of removable magnetic signs that can be put on door panels of vehicles and removed like a "L" plate. The basic costings below are from the same supplier and seem reasonable but normal procurement protocols would be followed if approved.

Flex Boards – these are the double-sided boards that can be used on a trailer or used as a free standing board in a weighted base. Cost for a fully designed and printed board including weighted base is £105 + vat

Magnetic boards of a size to fit most car / van door panels would need to be about 60cm x 30cm and the cost per sign would be in the region of £17 + vat

Example image



Proposal for Publications & Communications Committee Meeting – 7th December

In order to offer practical support to the local community which regularly organises events and festivals in Holmfirth, I propose that we purchase a set of 40 high visibility vests using £240 from our Pubs & Comms Special Projects budget.

The vests can have our HVPC logo on the front and 'Community Volunteer' on the back and be used by volunteers assisting at HVPC organised events (eg. beacon lighting) or by volunteers at the various festivals in Holmfirth or Honley (eg. Festival of Folk, Arts Festival, Food & Drink Festival, Christmas parade etc). They would be stored in the Parish Council offices and loaned out when requested by festival organisers who either do not have their own sets or need extras.

Images below show a potential supplier and indication of what they would look like. I have suggested 30 large & 10 extra-large.

Rachel Hogley



vsafety.co.uk/checkout/cart/ 0800 030 8010 Live Online Chat Sign In

VSafety Essential Supplies. Exceptional Value

What are you looking for? e.g Work Gloves, Safety Signs, Hi Vis Clothing, First Aid Kits etc: **GO** 40 Item(s), £240.00

ITEM	PRICE	QTY	SUBTOTAL	
VS13639-YEL - Supreme Basic Hi Vis Vest - Custom Colour: Yellow Size: Large Front Chest Bottom Right File: HVPC Logo in square.jpeg 1027 x 1027 px. Back Upper Text: COMMUNITY VOLUNTEER Customisation Type: Print Personalisation Ref: 00758502	£1.25	<input type="text" value="30"/> Update	£37.50	X Remove
VS13640-YEL - Supreme Basic Hi Vis Vest - Custom Colour: Yellow Size: X Large Front Chest Bottom Right File: HVPC Logo in square.jpeg 1027 x 1027 px. Back Upper Text: COMMUNITY VOLUNTEER Customisation Type: Print Personalisation Ref: 00758502	£1.45	<input type="text" value="10"/> Update	£14.50	X Remove

Summary

Subtotal **£52.00**

Personalisation **£188.00**

Apply Discount Code

Proceed to Checkout

[< Continue Shopping](#) [Proceed to Checkout >](#)

Pubs and Comms Budget 2021-22

CODE	DESCRIPTION	Outturn 2019-20	Original Budget 2020- 21	Final Budget 2020-21	Forecast Outturn 2020-21	Budget Plan 2021-22
	Publications & Communications Committee					
620	Community Champion	£148	£250	£250	£240	£250
600	Community Engagement	£0	£100	£100	£0	£100
615	Publications	£3,830	£6,000	£6,000	£3,450	£6,000
602	National Events	£841	£1,000	£1,000	£0	£1,000
560	Tidy Trader Awards	£145	£100	£100	£100	£100
610	Website & Media Co-ordination	£1,129	£1,000	£1,000	£929	£1,000
637	Special Projects	£0	£1,000	£1,000	£1,000	£1,000
	Total Publications & Communications	£6,093	£9,450	£9,450	£5,719	£9,450