

RIPPONDEN PARISH COUNCIL

Communication Committee Meeting held on Tuesday 10th April 2018 at 7.00pm

CC2018-12 Resolved in a motion by Cllr Moran and seconded by Cllr M Smith that in the absence of Cllr Russell, Cllr Potts should chair the meeting.

Present:- Cllr Moran, Cllr Potts, Cllr J Smith, Cllr M Smith, Cllr McCarley

1. To receive apologies for absence and lateness

Absence – Cllr Robins, Cllr Russell

Lateness – Cllr J Smith

2. To approve the Minutes of the meeting held on Thursday 4th January 2018

CC2018-13 Resolved in a motion by Cllr Moran and seconded by Cllr Potts that the minutes be accepted as a true and correct record of the meeting held on Thursday 4th January 2018.

3. Matters arising from the last meeting

The Clerk reported on the printing error that occurred in the Spring/Summer Newsletter. The meeting agreed the following procedures should be put in place to avoid this issue arising in the future:

- Wherever possible no dummy photographs will be used in draft copies.
- A proof should be received electronically from the printers prior to printing that will be circulated to all Communications Committee members for approval.
- The Clerk will check the print prior to forwarding on to Go Local.

It was also agreed that the credit given by Simprint should be used towards the printing cost for the Annual Report.

4. Review the Committee Budget

The Clerk provided details of the budget/actual expenditure as at 31st March 2018 for the Committee to review. It was noted that there was £688 left in the budget at the end of the financial year which will be carried forward to 2018/19 as per the budget resolution.

5. Press Releases

It was agreed that the press release for June would be the Garden Competition if there was nothing to report as regards to the progress of the Neighbourhood Plan. Cllr Moran agreed to write the draft press release which will need to go for Full Council approval on 3rd May.

6. Office Window

The Clerk reported that she had received four requests for window displays from local community groups. The meeting discussed how best to fit the displays into the schedule and the Clerk was asked to let the groups know the available dates.

Cllr J Smith arrived at 7.25pm

7. Welcome Booklet

The Clerk reported that the booklet had been revised and 200 copies had been printed for distribution around the parish.

It was agreed that the booklet needed to be revamped and that this should be an Agenda item at the next meeting.

8. Update on the Commemoration Leaflet

Cllr Potts received a telephone call from Cllr Russell during the meeting and she reported:

- She had spoken with Pauline Armitage who had letters and pictures of her grandfather who was listed on one of the war memorials. Mrs Armitage will provide copies to the Parish Council, she also advised that there had been a display regarding her grandfather at Bankfield Museum.
- She had compared the names on all the Memorials with the central list held by Calderdale Council and there were two extra names that needed to be looked into.
- She had spoken with Mrs Healey regarding the role of horses in the war and her Grandfathers operating table he designed to operate on horses in the field.

Cllr Moran advised that she had spoken with Mrs Rawlinson regarding her Grandfather and seen his Rishworth Welcome Home medal which had been presented to all returning soldiers to Rishworth from the Urban District Council.

Cllr McCarley reported that disappointingly there had been no response from the schools to his letter. He felt that the sub-committee needed to agree the structure of the booklet in order that progress could be made as to its size and also the allocation of work to members. It was agreed that a meeting needed to be arranged as soon as possible to progress.

The Clerk advised that there was to be a Neighbourhood Planning Committee within the next couple of weeks and perhaps the Sub Committee could meet on that evening afterwards. The Clerk will circulate the date once known.

The Clerk asked if the picture for the front cover could be agreed soon in order that the order of service could have the same picture. Cllr Moran suggested that the Rishworth Welcome Home medal could make a good front cover picture if a good electronic copy could be sorted.

The Clerk provided details of the 'There but not there' project.

The meeting agreed that the purchase of a sculpture should be fed back to Full Council. Cllr Moran agreed to speak with the Church to see if there would be a place for the sculpture after Remembrance. The main sculpture is 6ft tall and costs £750. There are also small Perspex/glass soldiers for £29.99.

9. Annual Report

It was agreed that the format would be the same as last year – a condensed single sheet A4 double sided and folded to A5. Cllr Potts agreed to draft the initial Report and asked that the publisher version be forwarded onto him by the Clerk. The Clerk said she would also provide details of the Parish Council 2017/18 objectives and the 2018/19 objectives: The grants awarded for 2017/18 and anything else that she felt would be relevant.

It was agreed that a view of the snow in the Parish would be a good picture for the front cover and the Clerk was asked to put a request on Facebook to see if any resident had a picture that could be used.

The Clerk advised that the Annual Report would need Full Council approval on Thursday 3rd May.

10. To approve any spending from the Communication Committee

None

11. Date of next meeting

To be arranged at a later date

The meeting closed at 7.50pm