

Killamarsh Parish Council

Killamarsh Parish Office
Stanley Street
Killamarsh, S21 1EL

Tel: 0114 247 2260

Email: parish.office@Killamarsh-pc.gov.uk

Website: www.killamarsh-pc.gov.uk



Killamarsh Parish Council

To: **All Members of Killamarsh Parish Council Events & Communications Committee**

You are Hereby Summoned to attend a meeting of the Parish Council to be held on TUESDAY 8th November 2022 at 7:00 PM KILLAMARSH PARISH SUITE.

Yours sincerely

Mrs Gail Blank
Clerk & Responsible Finance Officer to the Parish Council

AGENDA

1 Chair's Announcements

- To receive the Chairs opening announcement.

2 Apologies for Absence

- To receive any apologies for absence received by the Clerk

3 Declaration of Disclosable Pecuniary & Other Interests

a) To receive declarations of disclosable and pecuniary interests and personal and prejudicial interests from members on matters to be considered at the meeting. In accordance with the Localism Act 2011 (Section 30 to 33).

b) To receive, consider and recorder any Councillor request for dispensation in connection with items on this agenda.

4 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow public participation.

5 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))

6 Minutes from the previous meeting

a) To approve the draft minutes of the Events and Communications Committee meeting held on the 13th October 2022.

b) To receive an update on any ongoing issues not covered as an agenda item.

7 Remembrance Sunday

- To receive an update

8 Christmas Projects

- a) To receive an update
- b) To receive and consider Cllr Thompsons request to position 4 Christmas tree lights on Rowan Tree Road

9 Village Festival

- To receive an update

12 Budget Requirements

- To consider and approve the budget requirements of the Committee for 23/24

13 Policies

- To consider and approve the Social media policy and recommend to Full Council.

14 Community Events

- To consider how the Parish Council wishes to mark the Coronation of King Charles III

15 Items for discussion for a future agenda

16 Date of the Next Council Meeting

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which will give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, the Council, members of the public and press may film, record or photograph a formal Council meeting when the meeting is in public session. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting. Any members of the public shall not speak for more than three minutes unless permitted by the Chair. A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

CORONAVIRUS

Killamarsh Parish Council will continue to monitor Covid-19 and act accordingly. Attendees are encouraged to register their attendance on arrival and to use the hand sanitiser provided. Members of the public who are unable to attend can email their questions to the Parish office (parish.office@killamarsh-pc.gov.uk) in advance of the meeting which will be read out under the public participation session.

Killamarsh Parish Council

Killamarsh Parish Office
Stanley Street
Killamarsh, S21 1EL

Tel: 0114 247 2260

Email: parish.office@Killamarsh-pc.gov.uk

Website: www.killamarsh-pc.gov.uk



MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON THURSDAY 13 OCTOBER 2022

Those present :

Chair : Cllr A Platts

Vice-Chair : Cllr N Challenger

Councillors : Cllr S Clough, Cllr W Tinley

Officers : Mrs G Blank, Mrs J France

EC057 Chair's Announcements

- To receive the Chairman's opening announcements.

The Chair had no opening announcement to make.

EC058 Apologies for Absence

Apologies have been received from Cllr C Lacey, Cllr J Windle, Cllr N Challenger and the reasons given were accepted.

EC059 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None Received

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None Received

EC060 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

There were no members of the public in attendance.

EC061 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

- To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

It was agreed that no items of the agenda needed to be discussed in close session.

EC062 Minutes from the previous meeting

a. To approve the draft minutes of the Full Council meeting held on 6th September 2022.

RESOLVED: That the minutes of the meeting held on the 6th September 2022 are approved as a true and accurate record.

b. To receive an update on an ongoing issues not covered as an agenda item.

The Clerk informed Councillors that she has sent a message to Derbyshire Community Transport to discuss their services and is still waiting for a response.

EC063 Parish Suite Refurbishment

a. To consider the first phase plans for the Parish Suite refurbishment and make any comments and recommendations.

Plans had been circulated to Councillors prior to the meeting. Following some initial feedback a few amendments had been made and the Clerk showed Councillors the revised plan.

RESOLVED: That the Committee recommends the plans for consideration at Full Council.

Councillors had asked that approximate costs are obtained on a variety of options and the Clerk asked Councillors to consider if the following were acceptable:

Option 1 - Move the now defunct bar to the stage area using the existing bar furniture, fully refurbish hall with a sprung dancefloor and redecorate, convert the existing meeting room into the cellar and storage, redecorate and replace flooring in toilets and entrance. Kitchen and toilet layouts to remain untouched.

Option 2 - Option 1 plus a new modern bar, create community kitchen space and refurbish toilets with existing layout.

Option 3 - As per plans

RESOLVED: That the Committee recommends the options for consideration at Full Council.

The next stage would be:

- Ask the architect for approximate costings for the 3 options & CGI's
- Full Council to approve the plans or make amendments
- Full Council to consider which option to go for
- To get quotes for the kitchen and bar refurbishment
- Public Consultation on the plans
- Look into funding and loans depending on Councils preference
- Go out to tender for the chosen project

EC064 Remembrance Sunday

- To receive any update on the plans for Remembrance Sunday.

The Clerk and Deputy Clerk updated the Committee on how the arrangements were progressing.

Poppies on lampposts were to commence being put up from the weekend due to the handymen's annual leave. Cllr Platts asked if the poppies could be doubled up as much as possible to try and protect them from the elements. The Clerk confirmed the poppies would be put up along the march route and other areas of the village which the handymen were aware of. Cllr Platts also reminded the Clerk that lampposts with existing signage could not be used.

The Clerk has received a response from the WI who will not be able to provide the afternoon tea on the day. The Clerk has informed Revd. Helen, it was agreed that if the Church were unable to provide

the catering the Parish Council would serve light refreshments, drinks and cakes, in the CLOC building using the funding obtained via the District Councillors.

The Clerk will await the response from Revd. Helen and send out the invitation letters.

The Killamarsh Wombles are providing the marshalling support and Cllr Platts suggested asking Cllr Drabble and his father who are first aiders if they are able to assist also. The Police have confirmed they will be in attendance to support the road closures. The Deputy Clerk is waiting to hear if St Johns Ambulance will also be in attendance. Cllr Platts informed the Clerks that the Marshalls would require highvis vests and lanyards.

The Clerk said the order of service would be produced as soon as she has the list of people wanting to lay wreaths.

Both handyman will be in attendance to assist with the road closures, delivery of the PA and marshalling.

EC065 Christmas Projects

- To receive an update on the Christmas Lights & other festivities

The Deputy Clerk updated Councillors on the lamppost trees. Hobsons have now provided a quote for their trees which Councillors liked, they are decorated with tinsel and baubles and will have battery operated colour lights. The quotation for the trees is half the price of Plantscape.

There was some concern that Hobsons wouldn't be able to satisfy the requirements from NEDCC but that has been resolved. The testing of the lamp posts was arranged for this week so the Deputy Clerk was hopeful the certificate should be issued early next week allowing the office to complete the application.

Cllr Platts proposed that Hobsons are trialled due to the cost savings.

RESOLVED: That the Christmas trees for the lampposts are ordered from Hobsons

The Deputy Clerk informed Councillors that Hobsons had sourced 3m rooted Christmas trees for the precinct and outside the Parish Offices, the estimated cost of these is £250-£300 per tree. It was suggested that the precinct tree be lit with battery operated lights for the first year until an electrical feed can be installed. The Deputy Clerk said she would speak to Hobsons.

The Clerk apologised and informed Councillors that the office would not have time to arrange a Christmas market for 2022 but would look into it for 2023.

EC066 Village Festival

a. To receive an update

The Clerk reported that not much progress had been made with the event but more ideas were coming in.

The Clerk is to look into having mascots attend from the local football teams. It was suggested that the Killamarsh Wombles are approached and asked if they would be prepared to dress up as a wobble on the day and educate the younger. The Clerk said she would speak to Cllr Ritchie.

The Clerk asked for suggestions on which was the best radio station to contact, Radio Clowne and Greatest Hits Derbyshire were suggested.

The Clerk asked if a photographer was needed on the day. The Committee didn't feel that it was but

suggested that a frame be purchased for people to have their photo taken with. The Clerk also suggested the possibility of hiring a photobooth and face painters.

An evening event for families in the Parish Suite is to be considered with catering and possibly a band.

b. To consider and approve pitch fees for vendors and stall holders

Councillors agreed to keep prices low to attract a variety of stall holders. Each stall holder would be allocated a plot, dimensions to be decided, and would need to bring their own gazebo and tables.

The following pricing structure was proposed:

Charities & local groups - £5

Craft Stalls - £10

Businesses - £20

Catering Units - £50

Rides - £200

Catering Units and Rides are to be asked to keep prices low and if they have good takings consider a donation to a local charity that the Parish Council chooses.

RESOLVED: That the proposed pricing structure is agreed.

c. To consider and approve the use of guidance sparks circus

The Clerk informed Councillors that she had been approached by Sparks Circus to see if there were any events they could potential offer their services for. The Clerk suggested that reviews of the company are carried out but asked Councillors if this was something they would like at the event.

The Clerk shared the pricing structure with Councillors and said there was room for negotiation.

Councillors thought it was a great idea and said the Circus Skills workshop and the Bubble Skills workshop would be popular.

RESOLVED: That the Clerk look into Sparks Circus and negotiate a price if the results are positive.

EC067 Communications

- To consider and approve the content of the Christmas edition of the Parish Newsletter

Items to include:

Chairs Christmas message

Remembrance Service feature

Festival of trees - Parish Council to enter, tree to be decorated with the Christmas bauble entries

Lets light up Killamarsh - article from Pat Bone

Christmas Bauble Competition - all entrants to receive a prize. The office to contact local supermarkets for donations

Energy crisis help and advice page

Message to look out for neighbours over winter months

Christmas Opening hours for the Chemist and where the 24 hour ones will be

Doctors surgery article

Recipe

Deadline for submission to Doorsteppa is 24th November 2022

EC068 Community Activities

a. To consider the applications received for the Calendar competition and approve the 12 winning photographs.

The Deputy Clerk had collated all the entries and allocated them with a number, nothing was included to identify the entrant to keep voting anonymous. Councillors were handed a sheet with the corresponding numbers and asked to pick 13 photos prior to the meeting commencing.

The Deputy Clerk then collated the results and Councillors voted again, as a group, for their favourite 13. Each winning photo was allocated a month on the front cover for the calendar.

The Council had received a lot of very good entries with some households entering more than one photo. The rules of the competition stated 1 prize for every photo used in the calendar per household.

Councillors agreed that all entrants should be congratulated and asked if they would allow the Council to use the photos on its website with the offer of a free calendar for allowing us to do so.

b. To consider and approve the printers for the production of the Calendar

The Deputy Clerk shared the quotes that she had received with Councillors.

It was agreed that the calendar would be printed for 2024 but sold throughout 2023 to maximise the charitable return on them.

The quote chosen worked out at £2.50 per calendar and the committee agreed to set a price of £4 per calendar and 250 calendars to be printed.

RESOLVED: That Killaprint are chosen to print the 2024 Parish Calendar.

EC069 Budget Requirements

- To consider and approve the budget requirement for 23/24

It was agreed to defer this item until the November meeting when hopefully more members of the committee will be in attendance.

Councillors didn't feel that there was a need to increase the committee's allocation just readjust where it best sits.

RESOLVED: That the budget requirements is to be considered at the November meeting.

EC070 Items for discussion for a future agenda

- To notify the Clerk of any matters for inclusion on the agenda for future meetings.

- a. An update on Events
- b. Social Media Policy
- c. Use of Council emails Policy
- d. Kings Coronation Celebrations - 6th May 2023

EC071 Date of the Next Council Meeting

8th November 2022

MEETING CLOSED: 20:40



Killamarsh Parish Council

DETAILS OF POLICY	
Policy No	KPC 51
Policy Title	Social Media Policy for Staff and Councillors
Committee/Working Party Responsible	Full Parish Council
Version	2
Adoption Date	09.04.20
Revision Date	November 2022

SOCIAL MEDIA POLICY FOR STAFF AND COUNCILLORS

Policy Statement

The use of digital and social media now has a clear and compelling impact on all areas of local government, enabling better and more direct contact between the Parish Council and the people and organisations that it serves and works with. This Social Media Policy aims to describe how the Parish Council will use social media to improve and expand the ways in which it communicates with its local residents, local businesses and the various government (local and central) agencies that it deals with. It sets out what is and is not acceptable usage of social media and complements the general rules in the Code of Conduct for Councillors.

Scope

Social media describes a range of websites and online tools which allow people to interact. This includes blogs and postings on a wide range of platforms including, but not limited to, Facebook, Twitter, LinkedIn, Instagram and Snapchat. Social media is all about sharing information and people use social media platforms to give opinions, create interest groups and to build online communities and network which encourage participation and engagement. This policy relates to any social media communication published by or on behalf of the Council or any individual in their capacity as a Councillor.

Key Principles

Any communication is capable of being misinterpreted. The immediacy of social media and the lack of face to face contact can magnify any problem. Information and comments made can be broadcast to a large number of people more quickly than other media. The same rules apply to social media that govern other behaviour as a Councillor – but extra care needs to be taken given the immediacy and ease of dissemination. Although social media is conversational in tone, it is recorded, and it is a permanent written record, so content and comment must be accurate, informative and thought through.

Responsibilities and Accountabilities

The Parish Clerk and Deputy Clerk are responsible for all formal communication between the Council and members of the public and for maintaining the Council website, Facebook pages and any other Council social media. However, it is understood that there will be times when individual Councillors may be communicating on social media.

Procedure

Social media communications from the Parish Council will meet the following criteria:

- be civil, tasteful and relevant
- Not contain content that is unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive
- Not contain content copied from elsewhere, for which we do not own the copyright
- Not contain any personal information, other than required basic contact details

It is not a requirement for Councillors to have a personal Facebook or Twitter account or to use other forms of social media to engage with parishioners or otherwise fulfil their role, but this will often be the case.

Councillors should always spell out clearly whether they are communicating on social media in their capacity as a Councillor or as a private individual.

Councillors should ensure that they comply with the Code of Conduct for Councillors whenever they act or appear to act in an official capacity on social media in the same way as with any other form of communication.

Whilst independent communications with parishioners are important in order to engage and be approachable, the overarching rules are that Councillors should not make commitments on behalf of the Council, not bring the Council into disrepute and always respect confidentiality.

Social Media Guidelines

Treat others with respect – do not use social media to make personal attacks or indulge in rude, disrespectful or offensive comments.

Comply with equality laws – do not publish anything that might be seen as racist, sexist, ageist, homophobic or anti-faith.

Never bully or harass anyone – do not say anything, which might be construed as bullying or intimidation.

Do not bring the Council into disrepute – do not publish anything that could reasonably be perceived as reflecting badly upon or lowering the reputation of you or the Council.

Do not disclose confidential information – do not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature.

Staff and Councillors are strongly advised to consider keeping personal and Council profiles on social networking sites separate.

Check you have the appropriate privacy settings for any private blog or networking site.

Be aware that you will be seen as acting in your official capacity if you publish information that you could only have accessed by being a Councillor.

Potential Legal Issues

Libel – If an untrue statement about a person which is damaging to their reputation is published, they may consider it as defamatory and consider legal action.

Copyright – Using images or text on social media from a copyrighted source (for example extracts from publications or photos), without obtaining permission, is likely to breach copyright laws.

Data Protection – Personal data of individuals must not be published unless you have their express permission. Personal information in an email or personal exchange should not be presumed to imply any consent to pass it on to others.

Bias and Predetermination – Councillors should not say anything on social media (or indeed anywhere) that suggests they have made up their mind on an issue that is due to be formally decided. While your likely view on a particular application may be well known, you need to be able to show that you attended the committee or hearing prepared to take on board and weigh all the evidence, and were genuinely persuadable to a different view, or the decision may be later challenged as invalid.

Killamarsh Parish Council Facebook Page

It is our intention that the Killamarsh Parish Council Facebook pages will provide timely information and updates regarding activities and opportunities within our Parish and a vehicle for constructive comments & suggestions from residents and local organisations. In order to ensure that all discussions on the Killamarsh Parish Council page are productive, respectful and consistent with the Council's mission and goals, contributors must follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including Parish Council members or staff, will not be permitted
- Share freely and be generous but be aware of copyright laws; be accurate and give credit where credit is due
- stay on topic
- refrain from using the Killamarsh Parish Council Facebook page for commercial purposes or to market products.

Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and the Council is not obliged to monitor or respond to requests for information through the Facebook channel.

Killamarsh Parish Council will remove any comment or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam

Related Policies and Procedures these include, but are not limited to: Councillor Code of Conduct, Communications Policy, and Data Protection/GDPR

