

Notes of the Communications Meeting held on Monday 10 October 2016 at 6.00pm at Council Offices, Post Office Road, Dersingham

Present: Cllr K Hathaway & Cllr Davey

In attendance: B/Cllr A Bubb, Mr Robert Smyth & Sarah Bristow (Clerk) & Geraldine Scanlon (Admin Asst).

Apologies for absence.

Cllr C Hipkin, & Mr S Martyn

Minutes of the Meeting held on the 11 April 2016. This item to go to Full Council to be approved.

Village Voice

a. Current Financial Position

The Clerk handed round a Committee Budget Sheet. Everything in order.

b. Content

Cllr Bubb advised that this is the Festive Edition and he has asked Marty Griffin to undertake a picture/sketch for the front cover something festive.

Cllr Hathaway advised that the Parish Council are looking to the future regarding the magazine and what happens at the end of the financial year and Cllr Bubb gives up as Editor and Producer. The Council suggested that these functions come into the office and Mr Davis is asked to provide additional support for the office. Cllr Hathaway has asked Mr Davis and he is prepared to assist so that the office are proficient to continue after Cllr Bubb finishes. Cllr Hathaway asked that the office look at producing a list of things that they need help with and give to her so she can advise Mr Davis. Cllr Hathaway is going to monitor, as she does not want Mr Davis overloaded. Mrs Scanlon said that she has already started a list and at the top is producing ads. Cllr Bubb advised that he is still prepared to undertake the making up of ads even after April. Mr Smyth advised that he is prepared to look at articles and advise. These to be sent via email.

Cllr Hathaway advised that the Council have decided that the distribution should be shared among Councillors with each Councillor is responsible for getting one drop to its Distributor. The delivery to be rescheduled to come to the office. Cllr Hobson to be asked to deliver the Village Voice to houses in Park Hill, as there is currently no regular Distributor covering this area and Park Hill is putting people off. Cllr Hathaway has agreed to undertake the trade distribution.

c. Advertisers & Finance

The Clerk advised that there were still two non-payers and she continues to chase. Some new ads coming with every issue. Cllr Hathaway advised that the Council agreed for Sandringham and District to have a couple of pages but were not happy with changing the title. Cllr Bubb said that he could put in a footnote.

Village Voice Live

a) Current financial position

Everything running to target

b. Content

Cllr Bubb advised that he had booked up to December, but the numbers lately have not been great and with the closing of the hall did not know if he should continue. The lack of heating seems to be an issue. It was felt that another three months would be good. Cllr Bubb to work on bookings for January, February & March.

DATA

The Clerk advised that quite a few of the updates that the office obtained which were not put in the magazine and this has upset some users. Cllr Hathaway asked they should be collated as an 'update to Data page' with an apology which need to be printed in the next Village Voice.

Website

The Clerk advised that after spending hours updating the website that she does not have she has asked the Mr Martyn for the other interface and she can now update very simply.

Noticeboards

The Clerk advised that there was never enough room on the boards for everything that needed to be displayed. Cllr Bubb advised that the Community Noticeboard at the Co-Op needs replacing as the seal had gone on the glass and water was getting in making it impossible to see through at times. The Clerk to obtain quotes to replace.

Correspondence

Cllr Bubb said that usually the Distributors of Village Voice are invited to tea and cake at Thaxters at Christmas as a way of saying thank you to them. It was felt that Thaxters was not the correct venue as very busy and a job to have a space big enough on our own. Cllr Payne had also suggested that the Task Force be invited as well having one big volunteers party. It was felt that the Social Club might be a good venue and a date of the 6 December was suggested. The Clerk to check out the club, date etc.

Items for the Next Agenda.

Same

Date of Next Meeting

Monday 8 November at 6.00pm at the Parish Office.

With no further business the meeting closed at 7.05pm.