

**Minutes of the Communications Committee Meeting held on Monday 4 January 2016 at 5.00pm at Council Offices, Post Office Road, Dersingham**

**Present:** Cllr K Hathaway, Cllr C Davey & Cllr T Suiter

**In attendance:** Cllr Tony Bubb, Robert Smyth & Sarah Bristow (Clerk)

**1 Election of Chair**

Cllr Bubb proposes Cllr Hathaway as Chair. Everyone in favour. **It was resolved for Cllr Hathaway to be Chair of this Committee.**

Cllr Hathaway then took the Chair.

**2. Election of Vice Chair**

Cllr Bubb proposed Cllr Suiter as Vice Chair. Everyone in favour. **It was resolved for Cllr Suiter to Vice Chair of this Committee.**

**3. Apologies for absence**

Everyone Present.

**4. Declarations of interest**

There were no declarations of interest.

**5. Village Voice**

a. Current Financial Position

The Clerk handed round a Committee Budget Sheet. The Clerk advised that budget figures have not been reset for a couple of years. Village Voice has taken in £15,444.50 and has spent £11,710.00. The Clerk advised that this is still new advertisers coming on board and three that pay per edition so around £300.00 still to come in within this financial year and obviously two more lots of printing costs to pay for. Cllr Bubb advised that any surplus has agreement to be carried forward to the next financial year.

b. Precept

After discussion **it was agreed to put £15,500 in income and expenditure of the coming year.**

**6 Village Voice Live**

a) Current financial position

The Clerk advised that £1,161.08 had been taken and £859.41 had been spent on hall, speaker, raffle etc. There are three more events of this financial year. Cllr Bubb advised that they were all low cost with regards to speakers and should all be well attended. Cllr Bubb advised that any surplus from Village Voice Live is currently allocated to Dersingham Centre.

b. Precept.

After discussion **It was resolved for the budget to get set at £1,500 income and £1,400 expenditure.**

## 7 DATA

### a) Current financial position

The Clerk advised that there is now only one edition per year, which advertisers seem happy with. The Data took in £2,480.00 income and have spent £1,674.00 in expenditure so there is a surplus of £806.00. This also has an agreement for it to be carried forward to the next financial year.

### b. Precept

After discussion **It was resolved to set the budget at £2,500.00 income and £2,000 expenditure.**

After discussion **It was resolved for Village Voice Postal Costs to be set at £140.00, Noticeboards to be £250.00 and Website £300.00. It was also resolved to totally replace the noticeboard opposite Budgens and put the old one in store if Mr Lee can mend and the Website to be achieved by Mr S Martyn now that his Business Continuity Plan was in place.**

## 8. Inclusion at the Next Meeting

Website Editor

Archives. **It was resolved for the Clerk to try and find out what Archives that Council might have.**

## 9. Correspondence

The Clerk advised that Mr Davis had produced a list of thirty aspects of the Publication of Village Voice that he thought the office needed training on. Mr Davis had agreed to go through and train on these aspects and then if further training was necessary it could be specific training. **It was resolved for this to happen and Cllr Hathaway asked to attend also.**

## 10 Date of Next Meeting

**Monday 8 February at 6.00pm at the Parish Office.**

With no further business the meeting closed at 11.46.00pm