

**Notes of the Communications Committee Meeting held on Monday 11 April 2016 at 6.00pm at Council Offices, Post Office Road, Dersingham**

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

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

**39. Apologies for absence**

Everyone present.

**40. Declarations of interest**

There were no declarations of interest.

**41. Minutes of the Communication Meeting Monday 8 February 2016.**

**It was resolved the minutes are a true and accurate and duly signed by the Chair.**

**42. Matters Arising**

All items on the agenda.

**43. Village Voice**

a. Current Financial Position

The Clerk handed round a Committee Budget Sheet. Everything in order. The Clerk advised that Mr Davis had concerns over the figures as the spreadsheet shows a surplus. The Clerk said that she was going to double check both sets of accounts. Cllr Bubb advised that was the first edition of the current financial year was the free edition to get the financial year correct but the spreadsheet does not cover the printing costs but the Council's accounts do. **It was resolved for the Clerk to check this out and if correct to email Mr Davis and explain.**

b. Content

Cllr Bubb advised that he had asked for magazine highlights from Elizabeth Fiddick and Lynsey Davis. He has received some of the usual articles from the Brownies, Rotary etc.

c. Advertisers & Finance

The Clerk advised that adverts were coming in steady at the moment. The Clerk advised that someone else wanted to take the front inside cover and has it been promised to the current user. Cllr Bubb said no it had not be requested or saved. **It was resolved for the Clerk to contact the advertiser and explain that it was still available for an additional £75.00 for the year.**

**44 Village Voice Live**

a) Current financial position

Everything running to target and there is a surplus of £516.25 at present for the Dersingham Centre.

b. Content

Cllr Bubb went through the programme for the next couple of months. Cllr Bubb advised that he had Dad's Army talk May, Wooden Boats in June, RSPB in July, Scuba Diving in August and Geology and Fossils in December.

**45 DATA**

Cllr Bubb advised that he wished to produce the Data Magazine between Village Voice Edition 102/103. **It was resolved to recommend to Full Council that the prices remain the same as last year but a 10% discount if they take up the Full Year with Village Voice.**

**46 Website**

Mr Martyn explained that the Website was finished apart from updates and he had completed all the tidy up tasks ask of him at the last meeting. Cllr Bubb asked if a link to the Borough Council Charity would be permitted. **It was resolved for this to happen.**

Cllr Suiter asked if it was possible to have a counter on the site and some statistics of where the hits are coming from. **It was resolved for Mr Martyn to look into undertaking this.**

Mr Symth asked if there was any reason that only the last years Village Voices were on the website. Mr Martyn explained that he felt it was enough and if more went on it would be harder to download the site especially on a phone or tablet. Mr Smyth said that if someone was tracing history etc they might require the back copies. Cllr Davey advised that an electronic form of all 100 issues should be archived at Norfolk Records Office. The Clerk advised that a copy goes off to the National Museum and she did not have access to all copies in hard format or electronically.

**47. Website Editor**

The Clerk advised that she suggests that if anyone wants to put anything on the website it first goes to her and she will check and if there is no problem with it going on then the Clerk to advise Mr Martyn. The Clerk said that items needed to be vetted. **It was resolved for the Clerk to be the contact person and Mr Martyn not to put anything apart from the norm without it coming from the Clerk.**

**48. Noticeboards**

Cllr Bubb asked that card is used on things to be attached to the noticeboards. The Clerk advised that some items do not come on card or laminated. The Clerk said that were necessary she would consider putting on card.

**49. Correspondence**

Nothing received.

**50. Items for the Next Agenda.**

Remove Website Editor.

**51. Date of Next Meeting**

**Monday 16 May at 6.00pm at the Parish Office.**

With no further business the meeting closed at 7.05pm.