

**Minutes of the Communications Meeting held on Monday 14 November 2016 at 6.00pm at Council Offices, Post Office Road, Dersingham**

**Present:** Cllr K Hathaway, Cllr C Hipkin & Cllr Davey

**In attendance:** Mr S Martyn, Mr S Davis & Sarah Bristow (Clerk) & Geraldine Scanlon (Admin Asst).

**51 Apologies for absence.**

**It was resolved to accept apologies from C/Cllr Bubb & Mr Robert Smyth.**

**52 Notes of the Meeting held on the 10 October 2016. It was resolved for the Notes of the meeting to be sign by the Chair as a true and accurate record after the following amendment the date of the next meeting was the 14 November.**

**53 Village Voice**

**a. Current Financial Position**

The Clerk handed round a Committee Budget Sheet. Everything in order. There is one page from Sandringham this month and a 100 extra have been printed to be distributed in the Sandringham, Wolverton and West Newton area. Not sure of the extra cost at this time as the invoice has not been received.

**b. Content**

Mrs Scanlon said that there were still articles that she had not received so was unable to finish the ghost copy. Mrs Scanlon felt that she did not have the experience to know whom to ring for a particular article to fit in with a theme etc. She also did not know where to start to make up an advert from scratch. Mr Davis said Mr Bubb had agreed to continue undertake adverts. Cllr Davey said that it should be a service that Tony runs independently of the Village Voice and Mrs Scanlon should receive the advert so that it can go straight into the magazine. Then if there were any problem they would need to go back to Mr Bubb who would be providing that service. Cllr Davey felt that adverts should be kept on the same page for every issue that way the magazine master could be achieved and just the articles would have to go in every issue. The Clerk advised that the adverts change and you get some new and some removed each issue. Mrs Scanlon said that things needed to be moved to fill gaps in articles etc. **It was resolved for Mr Bubb to be asked if he wished to continue undertaking adverts and that he must deal fully and just give Mrs Scanlon a .jpeg file.** Mrs Scanlon said that she was having problems with converting pdf's. **It was resolved for Mr Martyn to check out a suitable programme.** Mrs Scanlon asked about the cover page, this developed into the need for an Editor. **It was resolved that the Council should considering finishing the magazine if an Editor cannot be found. It was also resolved for Mr Davis to undertake some ad hoc tuition to the office staff as and when needed and Mr Davis is available.**

**c. Advertisers & Finance**

The Clerk advised that there were no non-payers as the two aged debtors have both paid. There were a couple of new advertisers in this issue and one or two that decided not to continue.

**54 Village Voice Live**

a) Current financial position

At this present time Village Voice Live is running at a slight loss of a couple of pounds.

b. Content

Mr Bubb has January and February organised and has something possibly for March. The Clerk advised that she had a couple of ideas. Mr Davey advised that it could continue with the last one being May.

**55 DATA**

This item to be replaced.

**56 Precept Setting.**

Please see attached sheet.

**57 Website**

Mr Martyn advised that he was constantly updating the website. The Clerk advised that since Mr Martyn set up wordpress for her to update she has had no problems and can update in minutes. Mr Martyn said that was would gradually put these into the main website format. The Clerk said any which was unapproved she still needed to work on it but anything else can be put on the main site.

**58 Noticeboards**

The Clerk advised quotes for the large noticeboard replace outside the Co-Op.  
**It was resolved for the Clerk to order one with a grey background.**

**59 Correspondence**

None received.

**60 Items for the Next Agenda.**

Data to be removed.

**61 Date of Next Meeting**

Monday 12 December at 6.00pm at the Parish Office.

With no further business the meeting closed at 7.15pm.