

**Minutes of the Communications Meeting held on Monday 13 March 2017 at 6.00pm at Council Offices, Post Office Road, Dersingham**

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

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

**83 Apologies for absence.**

**It was resolved to accept apologies from Mr J Vost**

**84 Minutes of the Meeting held on the 13 February 2017. It was resolved for the minutes of the meeting to be sign by the Chair as a true and accurate record.**

**85 Matters Arising**

The Clerk reported that she had been asked to obtain quotes for the printing of the Village Voice. The Clerk has received one, which is similar to the current contractor. The Clerk advised that she was still waiting for one to be received.

**86 Village Voice**

**a. Current Financial Position**

The Clerk handed round a Committee Budget Sheet. Everything in order. There was about £100.00 still outstanding for the magazine.

**b. Content**

The New Editor is not able to be with us this evening. **It was resolved that the Editors decision is final and would obviously be a different style to the current magazine. It was also resolved for the Clerk to work with Stephen Martyn to make sure that all emails are being forwarded to where they needed to go from now on.**

**c. Advertisers & Finance**

The Clerk advised that emails for the new financial year would go out within the first few days of April and it will be tight with only a couple of weeks to get all advertisers set up.

**A vote of thanks was offered to Tony for all his hard work over the years and for making the magazine what it is today.**

**87 Village Voice Live**

**a) Current financial position**

Village Voice Live will be overspent by £8.67 for the year 16/17. The Clerk advised that she usually takes the cost of a set of Colour Cartridges for the printer out of this budget, but this would take the budget well overspent. It was felt that overall the Communications budget could stand the cost.

**b. Content**

Cllr Bubb advised that April is Lundy Island, May is Heavy Horses and the work they can currently achieve. June is a lady talking about Oxborough Hall, Melford Hall etc. July and August still to be booked.

**88 Data**

Cllr Bubb said that he was prepared to produce Dersingham Data. The Clerk advised that she would prefer it to come out later in the year as was confusing with Village Voice for the year then the next month Data advertisers were getting confused and some advertisers then not coming on board. **It was resolved for Data to be published to be delivered at the end of October. It was resolved for the Clerk to update the timetable and send round including Clanpress.**

**89 Website**

Mr Martyn asked if any changes were needed to the site. Mr Martyn felt that he was not getting all the necessary information especially re Village Events. Mr Martyn urged everyone present to have a look at the site and come back to him with any comments/updates etc. The Clerk reported that Mr Vost felt that having two sites covering the Village Hall was confusing and felt the Association one should be amalgamated within the Parish Council one. Cllr Davey advised that they were totally different and a link was already on the Parish Council site directing to the Association Site.

**90 Noticeboards**

The Clerk advised that the noticeboard on the Recreation Ground was very wet from the damage caused when first put in place. The Clerk also reported that from April any poster coming into the office not laminated would go up un-laminated and if the colours bleed then the poster would be removed. The cost of lamination sheets is not cheap. **It was resolved to consider charging any one 25p per laminated sheet to cover the costs.**

**91 Correspondence**

None received apart from quote re Village Voice reported early in minutes.

**92 Items for the Next Agenda.**

Same Agenda

**93 Date of Next Meeting**

The Clerk advised that Mr Vost was not available in the evenings and asked if the committee would like to go back to a morning meeting to accommodate, this would also be better form the Administrative Assistance as she would not have to return to work to attend.

**It was resolved for the Committee to meet on a Tuesday meeting by monthly a week before the Village Voice deadline.**

**Next Meeting Tuesday 18 April 2017 at 9.30am at the Parish Council Office.**

With no further business the meeting closed at 6.50pm.