

## **Notes of the Communications Working Party Meeting held on Tuesday 27 June 2017 at 9.30am at Council Offices, Post Office Road, Dersingham**

**Present:** Cllr C Shepherd

**In attendance:** B/Cllr Bubb, Mr Robert Smyth, Mr Patrick Preston, Sarah Bristow (Clerk) Geraldine Scanlon ( Admin Assistant)

### **Apologies for absence.**

Apologies were received from Cllr B Hopkins and Mr Stephen Martyn.

### **Notes of the Meeting held on the 13 March 2017. These were recorded as being accurate record apart from the meeting finished pm not am.**

Cllr Shepherd advised the Mr Vost was no longer the Editor and Cllr Bubb would be undertaking the next edition. Cllr Shepherd welcomed Mr Patrick Preston to the meeting who had kindly agreed to consider taking on the Editorship after this next edition. Cllr Shepherd also advised that another lady had come forward to take on the Editorship Cllr Shepherd had advised that someone else had agreed to take over at the moment and the lady advised Cllr Shepherd that if the new Editor wanted help at anytime she was willing to assist. Cllr Shepherd advised Mr Preston that he was under no obligation to work with this lady.

### **Village Voice**

#### **a. Current Financial Position**

The Clerk handed round a Committee Budget Sheet. Everything in order. The Clerk advised that she had three new inquiries for the next edition. Only one had paid up but had not been added to the budget sheet yet.

#### **b. Content**

Cllr Bubb advised that lots of content was coming in and Cllr Bubb would check with Mrs Scanlon at the end of the meeting regarding available space. Cllr Bubb said that he was still waiting for Cllr Payne's report. Cllr Shepherd advised that she had two articles re the Neighbourhood Plan and the Call for Sites.

#### **c. Advertisers & Finance**

The Clerk advised that she had signed up one new ad and had a couple more enquiries. There was a discussion regarding the back page now that it will not be used for Village Voice Live. The Clerk advised that she was waiting for the Co-Op to get back to her but her original thoughts were that the Dersingham Centre Association would take them over.

### **Village Voice Live**

#### **a) Current financial position**

The Clerk advised that Village Voice Live is currently £260.00 in credit but she had not sold any tickets for the BBQ. Cllr Bubb advised that only 10 tickets had been sold so far and would need to make a decision regarding Priors and Catering next week. It was agreed that the Clerk would purchase thank you gifts for regular helpers.

#### **b. Content**

The Clerk advised that Village Vice Live was going over to the Association. The Clerk asked Cllr Bubb if he was in agreement with this. Cllr Bubb advised the meeting of how Village Voice Live was set up and acting as a surgery and felt that the speakers would not come if they knew the Parish Council were not behind it. Cllr Shepherd asked Cllr Bubb if he would be prepared to continue. Cllr Bubb said that he would continue but not until the hall was built

and settled as it was no good inviting speakers than having to cancel as the hall is not complete. Cllr Shepherd to take this further with Full Council and the Clerk to put back on the agenda in the next financial year.

### **Data**

Cllr Bubb is ready to accept information as soon as necessary for an October publication. Dolphin Graphics to undertake the printing. Mrs Scanlon is to undertake the advertising for this Edition. The Clerk is concerned about the amount of work for Mrs Scanlon and how the Council is going to pay for the extra hours needed. The Clerk does not want it given as toil. Cllr Shepherd advised that she had been asked why have Data because surely it is all covered with the Village Voice and the Website. Cllr Bubb was concerned that there were advertisers that only used Data and households kept as a Directory. It was agreed to publish a paper copy of Data for this year.

### **Working Party Terms of Reference**

Cllr Shepherd handed round a draft Terms of Reference. Everyone to look at and report back at the next meeting.

### **Communication Strategy**

Cllr Shepherd advised that coming from the Neighbourhood Plan training that to undertake the plan it would take a lot of Consultation, whilst looking at this Cllr Shepherd realised that the Council do not have any strategy on communications. This need to take into account Media Campaigns, Public Awareness, Press Releases, Facebook, Twitter etc. Cllr Shepherd agreed to working on some headings.

### **Website**

Mr Martyn is currently away but has been updating some parts when he had Internet. The Clerk advised that all the minutes, agenda etc were all up to date. Cllr Shepherd advised that she had the same reports to come on the website as in the Village Voice. The Clerk to check with Mr B Colson regarding if they wanted to put things in the Data.

### **Noticeboards**

After discussion it was agreed for the Clerk to ask the Recreation Committee if the noticeboard, which is not in good condition on the Recreation Ground could be removed.

### **Correspondence**

None received

### **Items for the Next Meeting.**

Same Agenda minus Village Voice Live

### **Date of Next Meeting**

Tuesday 25 July 2017 at 9.30am at the Parish Office

With no further business the meeting closed at 11:20am.

# Financial Budget Comparison

Comparison between 01/04/17 and 27/06/17 inclusive.  
Excludes transactions with an invoice date prior to 01/04/17

		2017/18	Actual Net	Balance
<b>Communications</b>				
<b>Income</b>				
600	Advertisement Dersingham Data	£2,000.00	£0.00	-£2,000.00
605	Advertisement Village Voice	£16,000.00	£12,878.10	-£3121.00
610	Village Voice Subscriptions	0.00	25.50	25.50
615	Village Voice Live	£200.00	£378.00	£178.00
<b>Total Income</b>		£18,200.00	£13281.60	-£4918.40
<b>Expenditure</b>				
6000	Dersingham Data	£2,000.00	£0.00	£2,000.00
6005	Village Voice	£15,500.00	£2,356.00	£13,144.00
6010	Village Voice Live	£200.00	£115.37	£84.63
6015	Postage Village Voice	£50.00	£0.00	£50.00
6020	Postage Data	£0.00	£0.00	£0.00
6025	Public Noticeboards	£350.00	£0.00	£350.00
6030	Website	£300.00	£0.00	£300.00
<b>Total Expenditure</b>		£18,400.00	£2,471.37	£15,928.63

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