

## **Notes of the Communications Working Party Meeting held on Tuesday 3 October 2017 at 10:00am at Council Offices, Post Office Road, Dersingham**

**Present:** Cllr C Shepherd, Cllr Jo Sanpher & Cllr S Payne

**In attendance:** B/Cllr Bubb, Mr Robert Smyth, Sarah Bristow (Clerk Geraldine Scanlon (Admin Assistant) arrived at 10:40am.

### **Apologies for absence.**

Apologies were received from Mr Stephen Martyn.

**Notes of the Meeting held on the 5 September 2017. These were recorded as being accurate record and duly signed by Cllr Shepherd.**

### **Village Voice**

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

The Clerk handed round a Committee Budget Sheet. Everything in order. The Clerk advised that she had two new Advertisers for the next edition so far. The Clerk reported that she had spent £88.10 from the Village Voice Live budget for thank-you gifts.

#### **b. Content**

Cllr Bubb advised that he was prepared to undertake the role of Editor until another Editor can be found. There was a discussion regarding whether it needed to come in-house will Editorial Meetings taking place. Cllr Shepherd advised that Mrs Scanlon felt that she needed instruction from just one person not from each member of the committee. **It was resolved for Cllr Bubb to undertake until a new Editor can be found.**

Cllr Bubb advised that he had spoken to all advertisers that have seasonal adverts. Cllr Payne said that she was not pleased that a piece from the Park House was not published. Cllr Sanpher advised that there was a group of Craft people that wanted to set up a group that would meet regularly and they want to start the group and then use the Village Hall when completed. Cllr Sanpher asked if an article could be published free of charge to ask if any other people are interested in joining a group, with a view to starting up when the hall is completed. Cllr Bubb advised that he would need to see but if for charity etc there would be no charge.

Cllr Bubb asked if the Clerk could forward an email to all members of the contribution list that he would send to her. The Clerk advised that this was fine.

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

The Clerk advised that she had signed up two new ads and had a couple more enquiries.

Mrs Scanlon arrived at the meeting.

### **DATA**

Cllr Bubb asked if Dolphin Graphics have sent in the quote to undertake the map. The Clerk advised that nothing has been received. Cllr Bubb asked if any updates had been received from the Social Club and Sports Groups. Mrs Scanlon advised that she now has the requested information. Mrs Scanlon advised that there had been no take up to advertise on the map. Cllr Bubb advised that he could cover with other information.

Cllr Shepherd asked for confirmation that the committee agreed that this edition of Data would be the last paper version and the information about clubs and can be carried out as and when rather than annually. Cllr Bubb expressed concern that there may be a change in

the Councillors etc and this decision might not be wanted. There was discussion about this and the fact that there is already a section on the website for clubs and societies. It was agreed that the Chairman's article for Data would advise that this would be the last paper version and there would be a recommendation to full council to this effect. **It was resolved to recommend to Full Council that this be the last paper version of DATA.**

Cllr Bubb advised that no Undertakers currently advertise in the DATA and Village Voice. The Clerk advised that the distribution needed to be looked at and asked that an advert be placed in all publications asking for volunteer distributors.

### **Communication Strategy**

Cllr Shepherd advised that she had been busy during the summer on the Neighbourhood Plan but would look at the Strategy now winter is coming.

### **Website**

Cllr Shepherd advised that the majority of the Councillors have had their photographs taken at the last meeting. The Clerk to arrange how to achieve with the members that were absent. **It was resolved for the Clerk to contact all absent members and ask if they are available at the next meeting and she will arrange the photographer to attend again.**

Cllr Payne felt that the website needed tabs for information eg What's on. Cllr Shepherd advised that Mr Martyn was gradually updating. The Clerk advised that she still had to send him the policies to put on the website.

### **Social Media**

**Facebook.** Cllr Sanpher was keen to undertake a facebook page to get information out. Cllr Shepherd advised that she had been looking at village facebook pages of neighbouring villages, and would be interested in how they use, monitor etc. **It was resolved for the Clerk to contact the Clerk at Snettisham and see how it works for them.**

### **Noticeboards**

The Clerk advised that the noticeboard on the Recreation Ground has been destroyed through vandalism so it is now not possible to move to the Sport Ground in Manor Road. **It was resolved for the Clerk to obtain a quote for a new noticeboard when the insurance company has been informed and given their opinion.**

### **Correspondence**

Email from Clanpress regarding pictures for a Calendar they are undertaking. The Clerk advised that Mr Martyn had advised Clanpress they could use any pictures from the website. **It was resolved for the Clerk to check if these pictures were what Clanpress required.**

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

Village Voice Distribution  
Facebook

### **Date of Next Meeting**

Tuesday 7 November 2017 at 10:00am at the Parish Office

With no further business the meeting closed at 11:25am.

# Financial Budget Comparison

Comparison between 01/04/17 and 02/10/17 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	£14,274.85	-£1,725.15
610	Village Voice Subscriptions	£0.00	£25.50	£25.50
615	Village Voice Live	£200.00	£478.00	£278.00
<b>Total Income</b>		£18,200.00	£14,778.35	-£3,421.65
<b>Expenditure</b>				
6000	Dersingham Data	£2,000.00	£0.00	£2,000.00
6005	Village Voice	£15,500.00	£5,025.83	£10,474.17
6010	Village Voice Live	£200.00	£271.70	-£71.70
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	£5,297.53	£13,102.47