

## Notes of the Communications Working Party Meeting held on Tuesday 7 November 2017 at 10:00am at Council Offices, Post Office Road, Dersingham

**Present:** Cllr C Shepherd

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

### **Apologies for absence.**

Apologies were received from Cllr Jo Sanpher.

**Notes of the Meeting held on the 3 October 2017. These were recorded as being accurate record and duly signed by Cllr Shepherd.**

### **Village Voice**

B/Cllr Bubb to remain as Editor until a new Editor can be found.

#### 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 the Finance and Administration Committee had asked that the Village Voice Live underspent budget be transferred to the Dersingham Centre Committee.

#### b. Content

Cllr Bubb advised that he was disappointed that more seasonal offerings had not been received and had chased very hard to obtain what had been received. Cllr Shepherd asked if anything had been received from the PPG, as there were minutes in the surgery advising that a Doctor had asked for something to be placed in the Village Voice. Cllr Bubb advised that nothing had been received. Cllr Shepherd advised that it was a shame as their minutes are not up to date on their website and you do not want to go to the Doctors unless you must and that is the only way you can find out at this present time.

Cllr Shepherd said that she felt in an article an edition on getting to know your Councillor and have a profile one each month. Cllr Bubb advised that the magazine use to cover a profile on any new Councillors.

#### c. Advertisers & Finance

Cllr Bubb felt that having an Advertising Representative which should be a Councillor go around to new businesses that start up in the village promoting by visiting them and talking about the Village Voice and would they consider going in having a profile etc. **It was resolved for this to be placed on the next Full Council Meeting to see if there were any Councillors willing to undertake.**

#### d. Distribution

The Clerk advised that she had received several apologies from distributors of the Village Voice/Data and now had three rounds not covered by regular distributors. The Clerk had put a notice in the Noticeboards asking for volunteers. **It was resolved that if no one volunteers then a possibility of putting a flyer in the next edition.**

### **DATA**

Cllr Shepherd advised that there was some confusion at the last Full Council Meeting about keeping the printed version of the Dersingham Data. Cllr Shepherd felt that she needed to address issues to Full Council. There was a discussion covering what could go in voice, could be a pull out in Voice that could be kept. Cllr Shepherd advised that it was out of date

already and was when completed. Felt easier to put the information on the website. Cllr Bubb said that some Parishioners did not have the access or know how to obtain information on the website. Cllr Shepherd to put some of the points in a report for Full Council.

The Clerk advised that the advertising had covered the cost of the magazine but not the cost of the map.

### **Communication Strategy**

Cllr Shepherd advised that she had been busy on the Neighbourhood Plan but would look at the Strategy as soon as possible.

### **Website**

Mr Martyn advised that most of traffic to the website seems to be from outside the village, people possibly wanting to move here, holiday here or searching family history. The Clerk advised she had some documents, which she would send to Mr Martyn soon. Mr Martyn advised that he had designed a Parish Councillor Page but it is not live at this present time, as he is not happy with the photographs achieved at the last Full Council. **It was resolved for Cllr Bubb to come and take more photographs at the Full Council meeting this evening.**

Cllr Shepherd said that she would like a questionnaire from the CCG to go on the website. **It was resolved for the Clerk to send electronically to Mr Martyn.**

### **Precept**

The group went through the budget line by line. Please see attached budget sheet.

### **Social Media**

**Facebook.** Cllr Shepherd advised that the Clerk had spoken with Snettisham Clerk and asked questions regarding Facebook use etc. Cllr Shepherd advised that there needed to be a policy around the use. The Clerk advised that she would be prepared to undertake a facebook page for the Council but it would need to be kept within the office until established and a policy in place. **It was resolved to recommend to Full Council that a Facebook page is set up and the administration for the time being to be kept in the Parish Office. It was also resolved for Councillor Shepherd to draft a policy and bring back to the next meeting.**

### **Noticeboards**

The Clerk advised that the noticeboard for the Sports Ground is currently on the Insurance Claim.

### **Correspondence**

Flyer from printing firm offering their services.

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

Village Voice Distribution

Facebook

Precept to be removed.

### **Date of Next Meeting**

Tuesday 5 December 2017 at 10:00am at the Parish Office

With no further business the meeting closed at 11:30am.

# Financial Budget Comparison

Comparison between 01/04/17 and 21/11/17 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/17

		2017/18	Actual Net	Balance	2018/19
<b>Communications</b>					
<b>Income</b>					
600	Advertisement Dersingham Data	£2,000.00	£1,800.00	-£200.00	£2,000.00
605	Advertisement Village Voice	£16,000.00	£14,743.85	-£1,256.15	£16,000.00
610	Village Voice Subscriptions	£0.00	£29.75	£29.75	£0.00
615	Village Voice Live	£200.00	£478.00	£278.00	£200.00
<b>Total Income</b>		£18,200.00	£17,051.60	-£1,148.40	£18,200.00
<b>Expenditure</b>					
6000	Dersingham Data	£2,000.00	£0.00	£2,000.00	£2,000.00
6005	Village Voice	£15,500.00	£7,248.88	£8,251.12	£15,500.00
6010	Village Voice Live	£200.00	£345.12	-£145.12	£200.00
6015	Postage Village Voice	£50.00	£0.00	£50.00	£50.00
6020	Postage Data	£0.00	£0.00	£0.00	£0.00
6025	Public Noticeboards	£350.00	£0.00	£350.00	£350.00
6030	Website	£300.00	£0.00	£300.00	£400.00
<b>Total Expenditure</b>		£18,400.00	£7,594.00	£10,806.00	£18,500.00