

## Notes of the Communications Working Party Meeting held on Monday 4 December 2017 at 10:00am at Council Offices, Post Office Road, Dersingham

**Present:** Cllr C Shepherd

**In attendance:** B/Cllr Bubb, 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 7 November 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 reported that she still needed to journal £66.88 balance from Village Voice Live to Dersingham Centre.

#### b. Content

Cllr Bubb advised that Elizabeth Fiddick was working on an article about the Kellogg's House. Cllr Shepherd advised that there was a change of deadline date in the magazine to the office and list for Clanpress. The Clerk asked had anyone explained to Clanpress of this change. **It was resolved for the Clerk to contact Clanpress and inform of the change.** The following deadline of 6 March 2018 to remained unchanged.

#### c. Advertisers & Finance

Cllr Sanpher had agreed to take on the role of Advertising Representative. **It was resolved for Cllr Sanpher and Cllr Bubb to get together to talk through this role.** Cllr Bubb explained that he was waiting a new advert from Priors.

#### d. Distribution

The Clerk advised that she had received several calls from parishioners wanted to be distributors of the Village Voice/Data and now had all rounds covered. With a couple of Parishioners who were prepared to undertake more than one round if necessary.

### **DATA**

Cllr Shepherd advised that this had been taken to Full Council and still no decision was made. No further action needed at this time.

### **Communication Strategy**

Cllr Shepherd advised that she internal communication needed lots of improvement before external could be looked at.

### **Website**

Mr Martyn advised that the website was currently getting about 22 hits a day on average which equates to around 600 a month. The majority of traffic to the website seems to be from outside the village, people possibly wanting to move here, holiday here or searching family history. Mr Martyn advised that he had now updated the website with the group information from Data. Mr Martyn advised that he had built the page for the Councillors but

decent on blurry photographs were needed. **It was resolved for Mr Martyn to ask Jo Jones if she would be prepared to take some photographs.**

### Social Media

**Facebook.** Cllr Shepherd advised that Full Council had agreed to have a Facebook page. The Office Staff will be administrators. It will only allow public comment to a post put on from the Council. Mr Martyn said that he had set up the Dersingham Centre page and would be prepared to set up the page etc. The Clerk advised that she was happy for Mr Martyn to undertake. **It was resolved for the Mr Martyn to set up the Facebook page.**

### Noticeboards

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

### Correspondence

Email from printing firm offering their services.

### Items for the Next Meeting.

Village Voice Distribution to be removed

### Date of Next Meeting

Tuesday 22 February 2018 at 10:00am at the Parish Office

With no further business the meeting closed at 11:17am.

## Financial Budget Comparison

Comparison between 01/04/17 and 04/12/17 inclusive.

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	£1,745.00	-£255.00	£2,000.00
605	Advertisement Village Voice	£16,000.00	£14,696.85	-£1,303.15	£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	£16,949.60	-£1,250.40	£18,200.00
<b>Expenditure</b>					
6000	Dersingham Data	£2,000.00	£2,150.00	-£150.00	£2,000.00
6005	Village Voice	£15,500.00	£9,604.88	£5,895.12	£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	£45.00	£305.00	£350.00
6030	Website	£300.00	£0.00	£300.00	£400.00
<b>Total Expenditure</b>		£18,400.00	£12,145.00	£6,255.00	£18,500.00