

Notes of the Communications Working Party Meeting held on Tuesday 20 February 2018 at 10:00am at Council Offices, Post Office Road, Dersingham

Present: Cllr C Shepherd, Cllr T Bubb, & Cllr S Payne

In attendance: Sarah Bristow (Clerk) & Geraldine Scanlon (Admin Assistant).

Apologies for absence.

Apologies were received from Cllr Jo Sanpher, & Mr S Martyn

Notes of the Meeting held on the 4 December 2017. These were recorded as being accurate record and duly signed by Cllr Shepherd.

Matters Arising

Cllr Shepherd asked Cllr Bubb if he had managed to have the meeting with Cllr Sanpher regarding new village advertising. Cllr Bubb said that he had not been able to arrange a meeting with Cllr Sanpher yet but was hoping to sort soon. The Clerk advised that the only new village business is the Tea Rooms and Cllr Bubb had already been to see them.

Village Voice

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

b. Current Financial Position

The Clerk handed round a Committee Budget Sheet, and there was a discussion about the budget for the forthcoming financial year. The Clerk reported that she had transferred the £66.88 balance from Village Voice Live to Dersingham Centre.

c. Content

Cllr Bubb advised that there was not much coming in at the moment but with there being not much time between the last two issues it was early days and he had asked the Clerk to send round a chase to all contributors. The Clerk advised that she had already achieved. Cllr Shepherd asked if something about Smart Meters was going in. **It was resolved for Cllr Anderson to be asked to write an article for a later edition.** Cllr Bubb said that he had run out of the Old Map Corner articles. **It was resolved for the Clerk to ask the Skatepark Team for a write up for the next edition.**

d. Advertisers & Finance

The Clerk advised that there were one or two new ones for the next edition. Cllr Shepherd said that one or two of the little adverts look out of focus almost stretched. Cllr Bubb said that the advertiser will specify the size and shape and he will adapt to fit.

e. Distribution

The Clerk advised that one or two of the new distributors had not been able to undertake the deliveries due to illness. Cllr Bubb said that round 12 needed to be split with Centre Vale, Centre Crescent, West Road and West Hall Road (125) as one round. Cllr Bubb agreed to advertise for someone to undertake this round in the next magazine. **It was resolved for Mrs Scanlon to take over the distribution from the Clerk.**

DATA

Cllr Shepherd advised that this had been taken to Full Council and still no decision was made with some Councillors still wanting a paper version. Cllr Payne advised that she had been playing around with a layout etc and felt that all the information could be incorporated into the voice. It was not necessary to update the map unless a new road etc was made. It was felt that alternatives needed to be looked at.

Communication Strategy

Cllr Shepherd advised that nothing had been achieved on this at present.

Website

Cllr Shepherd said that the only thing outstanding on the website was the Councillor photographs and the Council's Standing Orders, Financial Regulations and policies. **It was resolved for Cllr Shepherd to ask Mr Martyn to put what photographs that Rex took on the site, if anyone is not happy with the photograph then they need to provide another one. It was also resolved for the Clerk get documents and policies to Mr Martyn so that these could be uploaded to the site.**

Social Media

Facebook. The Clerk advised that Mr Martyn had made the site and the Clerk had access as the administrator. The Clerk had recently put up the Skatepark Poster. **It was resolved for the Clerk to put up the agenda for the next meeting.**

Noticeboards

Mrs Scanlon advised that the noticeboard at Thaxters was getting wet inside. Cllr Payne suggested that some silica gel be placed in the board. **It was resolved for Mrs Scanlon to sort.** Cllr Payne asked if a new display like the one currently in the office would be needed for the new office as the current one is broken in several places. **It was resolved for Cllr Payne to check on the size of the new office window.**

Correspondence

Email from printing firm offering their services.

Items for the Next Meeting.

Village Voice Live.

Date of Next Meeting

Tuesday 27 March 2018 at 10:00am at the Parish Office

With no further business the meeting closed at 11:10am.