

**Notes of the Communications Working Party Meeting held on Wednesday 4 July 2018
at 10:00am at Council Offices, Post Office Road, Dersingham**

Present: Cllr C Shepherd, Mr S Martyn & Mr Symth

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

Apologies for absence.

Apologies were received from Cllr T Bubb,

Notes of the Meeting held on the 9 May 2018. These were recorded as being accurate record and duly signed by Cllr Shepherd.

Matters Arising

Nothing that is not on the current agenda.

Village Voice

a. Editor

Cllr Shepherd advised that Cllr Bubb had agreed to undertake for another year. Cllr Shepherd felt that an advert should be put in the October Edition. Mr Martyn said that until Cllr Bubb leaves no one will come forward but it is hard as Cllr Bubb would not leave the magazine without an Editor.

b. Current Financial Position

The Clerk handed round a Committee Budget Sheet, the Clerk advised that there were several payments outstanding but she had chased and all payments promised.

c. Content

Mrs Scanlon advised that more content was coming through after Cllr Bubb's chase email had been sent out.

d. Advertisers & Finance

Cllr Shepherd said that the figures showed that the advertising is low. The Clerk advised that there has been several people retire this year or they are too busy and do not need any new business. Mrs Scanlon said she felt that the GDPR had put some people off. The Clerk advised that she had to virtually spoon feed but with the GDPR it was not possible. There are currently new businesses moved into the area. Cllr Bubb had contacted a couple of possible advertisers but when the Clerk had sent out the paperwork nothing has been returned. The Clerk agreed to chase these and other non-advertisers when time permitted.

e. Distribution

Cllr Shepherd had asked Mrs Scanlon if there enough people undertaking the distribution. Mrs Scanlon advised that it was tight must just enough to cover at this present time. Mr Martyn asked if he should take the piece asking for more distributors from the website. The Clerk advised that most of the reserve distributors no longer wish to be on the list so it would be good to keep in place to get the cover back. Mrs Scanlon advised that there was a new lady came into the office last week and volunteered. The Clerk said that one of the rounds has recently been split and one half still needs to be covered so perhaps this lady can cover this area. Cllr Shepherd volunteered to go on the reserve list. The Clerk advised that getting boxes to the distributors via the Councillors was more of an issue.

DATA

Cllr Shepherd advised that Cllr Payne had undertaken a table for the centre pages one with all the groups etc but Cllr Bubb advised that it would be better and more suited in a list format. Cllr Shepherd agreed to speak with Cllr Payne about going forward. Cllr Shepherd agreed to undertake a list of Councillors and Council responsibilities etc for the following issue after the groups. Both to be centre pull out sheets that can be kept.

Village Voice Live

Cllr Shepherd advised that this would be a DVCA event going forward so would not be under this committees remit. Mr Martyn advised that currently the DVCA had not spoken with Cllr Bubb and Cllr Bubb would not undertake until asked by the DVCA. Mr Martyn advised that Cllr Bubb has a couple of speakers lined up but would not start to organise until the hall was definitely open. Mr Martyn advised that if Cllr Bubb was not prepared to undertake then it would fold as there was no one currently with the DVCA to undertake. Mr Martyn to ask the group to discuss going forward.

Communication Strategy

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

Website

Cllr Shepherd advised that the website needed to be updated. The Clerk advised that it was on her list to complete and she hoped to have the site updated soon. Mr Martyn advised that the site is being accessed by around 20 hits a day.

Social Media

Facebook. The Clerk advised that she has been away on leave and needed to get the facebook up to date and would welcome anything of interest to be sent to her so she can upload. Mr Martyn agreed to send some information regarding the Dersingham Walking Group.

Noticeboards

Cllr Shepherd said it was a shame that the agenda does not go up on all the boards any more. The Clerk advised that there was not enough room to house. Cllr Shepherd advised that no everyone can see the office window and if the website is not up today then how do people know when meetings are. The Clerk agreed to get an up to date meetings list on all boards.

Correspondence

An email from Get Mobile regarding getting info on to smart phones. Mr Martyn agreed to look over it again and report back.

Items for the Next Meeting.

Usual agenda

Date of Next Meeting

Tuesday 4 September 2018 at 10:00am at the Parish Office

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