

Minutes of the Communications Committee Meeting held on Tuesday 31 October 2018 at 10:00am at Dersingham Village Centre, Manor Road, Dersingham

Present: Cllr C Shepherd, Cllr A Bubb, Cllr K Hathaway, Mr S Martyn & Mr Symth

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

1. Apologies for absence.

Everyone present.

2. Notes of the Meeting held on the 4 September 2018. These were recorded as being accurate record and duly signed by Cllr Shepherd.

3 Matters Arising

Editor

Cllr Bubb advised that Mrs Jo Harpin Jones had agreed to take over being Editor of the Village Voice from issue 117 April helped by Cllr Bubb and totally takes over from issue 118.

The Clerk asked when Mrs Jones would need to be invited to meetings bearing in mind that now this has the number of Councillors to be able to be a Committee another Councillor would be needed to remain a Committee if Mrs Jones joined. Cllr Shepherd advised that maybe one of the new Councillors might be interested.

4. Village Voice

a. Current Financial Position

The Clerk apologies that she had not run off the Current Financial Position, but nothing has changed since Full Council on Monday.

b. Content

The Clerk advised that the chase email would be sent round later today. Cllr Bubb advised that he had not been able to open the school's piece. The Clerk asked for it to sent to the office to see if the office could open. Cllr Bubb advised that the cover had been painted but may be still wet. There was also Christmas Limericks. Cllr Shepherd advised that after Monday's meeting she felt that a piece regarding the watercourse and would like to ask Cllr Anderson if he would consider for the next issue. Cllr Shepherd asked if pieces had been received from Mr Collingham and Cllr Payne and hopefully they would not duplicate information for the hall and advertise some of the events. Mr Martyn advised that some bookings were not taking place currently.

c. Advertisers & Finance

The Clerk advised that there are a couple of aged debtors but has chased and believes she will get the money from one but doubt from the other one. There are one or two new ones from last time that have continued. The Clerk advised that she had obtained other local publications but had not been able to go through yet but was hoping to once the office move had been completed.

d. Distribution

Cllr Shepherd asked Mrs Scanlon if there enough people undertaking the distribution. Mrs Scanlon advised that it was fine and just enough to cover at this present time, especially as she had just had agreement from a lady to cover an area on a permanent basis.

5. Email

Cllr Shepherd advised that Cllr Mike Shepherd had a technical issue with his Dersingham.org email address. It was mainly when undertaking emails to the Borough Council and County Council. Mr Martyn advised that it is a technical issue and generally happens more with BT addresses but this time it is not the case. Mr Martyn advised that the systems thinks that group emails are spam. Mr Martyn advised that he might be necessary to have a dedicated server, so we can sort out this situation and the security aspect. Mr Martyn has a few ideas still to try and would work with Cllr Shepherd to see if they offer a solution.

With regards to Councillor emails, all Councillors have email addresses and these should be used. **It was resolved that any Councillor not wishing to use his/her email address should order any correspondence/paperwork from the Clerk and the Clerk would make sure that it was available for collection during office hours.**

6. Communication Strategy

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

7. Website

The Clerk advised that the website was totally up to date. Cllr Martyn advised that he needed to move documents around to the archive section and would achieve soon. The Clerk advised that she still had the policies to get up and would be addressing after the move and now the hall should be winding down. The Clerk also agreed to get the publication scheme updated.

Mr Martyn advised that the free programme that he uses to encrypt the website has proved successful. Mr Martyn agreed to put the same programme on to the parish website now that it has been tested.

8. Social Media

Facebook. The Clerk had she hopes to be able to get agenda on Facebook.

9. Noticeboards

Cllr Shepherd said that a new noticeboard would be required at the new Village Centre. The Clerk to obtain a price for a free standing magnetic board that would hold 12 A4 sheets.

10. Correspondence

None received

11. Items for the Next Meeting.

Usual agenda plus Village Voice Live & Parish Council Surgeries.

12. Date of Next Meeting

Tuesday 4 December 2018 at 10:00am at Dersingham Village Centre.

With no further business the meeting closed at 11:40am