

**Minutes of the Communications Committee Meeting held on Wednesday 5 December 2018 at 10:00am at Dersingham Village Centre, Manor Road, Dersingham**

**Present:** Cllr C Shepherd (Chair), Cllr A Bubb (Left 10.30), Cllr B Hopkins (Left 11.00), Mr S Martyn & Mr Smyth

**In attendance:** Geraldine Scanlon (Admin Assistant)

**27. Apologies for absence.**

None Received.

**28. To receive declarations of interest and request for Dispensations by Councillors in any of the Agenda Items listed.**

None Received.

**29. Notes of the Meeting held on the 31 October 2018. These were recorded as being accurate record duly signed by Cllr Shepherd.**

**30. Matters Arising**

**Editor**

It still has not been ascertained how Jo Halpin-Jones wished to be addressed whilst working as editor. This is to be followed up.

Cllr Bubb reminded Cllr Shepherd that she had agreed to submit an article for the Village Voice regarding the Parish Council Facebook page.

**31. Village Voice**

**a. Current Financial Position**

Cllr Shepherd asked Cllr Bubb if he had approached any new advertisers, Cllr Bubb advised it was a role he would undertake once he was no longer Editor.

He would approach some of the advertisers in other local magazines that do not advertise in Village Voice.

Cllr Shepherd considered adding an allowance in the budget to cover advertisers that may not advertise once the VAT increase had been added. Cllr Bubb suggested issuing a letter to advertisers notifying them prices have not been increased however VAT now has to be added.

**b. Content**

Cllr Bubb advised articles are slowly being received.

**c. Advertisers & Finance**

This had been covered under minute 31a.

**d. Distribution**

Mrs Scanlon advised there had been no issues with the previous distribution.

**e. Editor**

There were no issues surrounding the Editor. Cllr Bubb had met with Jo to discuss the Editor role.

**32. Village Voice Live**

Cllr Bubb advised last night's Village Voice live had been well attended, however he had received a few comments regarding the quality of the raffle prizes and the size of the piece of cake offered. Previously raffle prizes had included bottles of wine, last night a tea towel and washing up liquid was a prize. It was felt the price had increased but less was offered. Mr Martyn advised raffle tickets were not sold but included in the price. Cllr Hopkins suggested selling additional tickets on the evening to accumulate more funds to enable better prizes to be purchased.

**33. Email**

Cllr Shepherd advised The Parish Council needed a Publication Scheme that needed to be held on the Parish Website. This shows all the Policies and publications that should be held by the Council. Cllr Shepherd discussed the policies shown on the scheme and how each could be obtained. Mr Martyn stated he had uploaded all policies received to date onto the website. Cllr Shepherd is to look at an email protocol policy along with a GDPR policy to add the Publication Scheme. **It was resolved for Cllr Shepherd to take the Dersingham Parish Council Publication Scheme to Full Council for ratification before forwarding the policies to Mr Martyn to update the Website.**

**34. Communication Strategy.**

This had been covered under Minute number 33

**35. Website.**

Mr Martyn advised there are no issues with the Website.

Cllr Shepherd confirmed Mr Martyn is still to maintain the Parish Council Website.

**36. Social Media.**

**-Facebook**

Cllr Shepherd advised the Parish Council Facebook page would remain until the Parish Elections in May 2019 and would be reviewed once the new Parish Council was established.

**37. Notice boards.**

There had been no feedback concerning quotes for the purchase of the new noticeboard.

The new temporary Dersingham Village Centre sign has been erected, however Mr Martyn felt it may be a long-term temporary sign.

Cllr Hopkins had been asked why DVCA posters advertising events had been displayed on Parish Council noticeboards when posters for other groups within the village could only be displayed on the large board situated on Budgens car park. After discussion **it was resolved for the Parish Notice boards to only display Parish signs, DVCA and Social Club posters for events to be held.**

**38. Correspondence.**

None received.

**39. Items for inclusion at the next meeting.**

**40. Date of next meeting.**

Wednesday 6 March 2019 at 10.00am at Dersingham Village Centre.

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

DRAFT