

**Minutes of the Communications Committee Meeting held on Wednesday 17 April 2019 at 10:00am at Dersingham Village Centre, Manor Road, Dersingham**

**Present:** Cllr C Shepherd (Chair), Cllr A Bubb, Cllr B Hopkins, Cllr K Hathaway  
Mr S Martyn, Mr R Smyth and Jo Halpin Jones

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

**55. Apologies for absence.**

Cllr M Noble.

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

None Received.

**57. Minutes of the Meeting held on the 6 March 2019. With the following amendment the minute dates changed to 9 January 2019, these were recorded as being accurate record duly signed by Cllr Shepherd.**

**58. Village Voice**

a. Current Financial Position

Jo Halpin Jones expressed concerns that the magazine was running at a loss last year due to lack of advertising, along with the magazine getting bigger increasing printing costs. Jo suggested the magazine be published with either 72 or 76 pages, reducing article size or running longer articles over two editions as there still needed to be a balance between advertising and content. Mr Martyn said there was not only the financial implications for the larger magazine but also a weight issue for those distributing them. Mrs Scanlon advised one volunteer had withdrawn from distribution stating that, amongst other reasons, the weight of the magazine when delivering 165 editions was a factor. Discussion was had regarding the font used throughout the magazine Cllr Shepherd suggested it was the Editors decision to the font used.

b. Content

Jo Halpin Jones suggested a "What's on" page be created for the Village Voice that would list local events rather than space being taken by posters and adverts. Cllr Hathaway stated there had been two facing pages in the current edition of Village Voice that were adverts only. It was felt that people would skim over the pages and not see the adverts as well as if there had been a page of text and a page of adverts. Mrs Scanlon advised she had not seen the pages together and usually checked before going to print.

c. Advertisers & Finance.

The financial situation had been covered under minute 58a.

d. Distribution.

Mrs Scanlon advised Councillors that currently collect the Village Voice and take to the distributors have advised they will no longer be willing to do so once they leave the Parish Council. **It was resolved for Cllr Shepherd to ask Full Council for volunteers for distribution.**

e. Editor.

Councillor Shepherd asked for this to be removed from the agenda.

**59. Village Voice Live**

Councillor Bubb advised the last Village Voice Live was not very well attended but those who attended enjoyed the evening.

There are a few speakers booked for forthcoming Village Voice live: The Wildlife of Snettisham RSPB nature reserve, the Editor of the Lynn News, Muckleburgh Collection and the Wonderful World of Willow (basket weaving etc). Councillor Bubb is also looking into a Gin tasting evening.

**60. Email**

Councillor Shepherd advised she was still unable to write an Email policy. She had read other policies however they do not seem to fit the Parish Council's needs.

**61. Communication Strategy.  
Publication Scheme.  
Policies.**

Councillor Shepherd is still to send the Publication Scheme to Mr Martyn for him to upload to the Parish Website.

Policies will also be issued to Mr Martyn. There are still some that need to be reviewed Councillor Shepherd was hoping this would be done by early summer once the new Parish Council has been established.

**62. Website.**

Councillor Shepherd advised an email had been received from a Parishioner asking why there was no contact details on the home page. Mr Martyn advised he had removed the "Contact us" from the home page several months ago as there had been attempts to hack the contact form. Since the form has been moved attempts to hack it have stopped. Mr Martyn is still working on a solution to prevent more attempts being made.

Mr Martyn advised he had received a couple of updates for the user groups.

**63. Social Media.  
Facebook**

Councillor Shepherd advised there had been more activity on the Parish Facebook page. Councillor Hopkins advised someone had tried to share the Litter Pick post however they were unable too, he had spoken to the Clerk who had checked the settings on Facebook. The post had been able to be shared later that day.

**64. Noticeboards.**

Councillor Hopkins had spoken to Mr Lindsey regarding the Parish Council placing posters and information in the Post Office window; however, Mr Lindsey is unable to display items due to insurance implications. He is happy to continue to display posters inside the post office.

Discussion was had regarding the location for the new noticeboard. As the DVCA are also using noticeboards at the Village Centre it was felt a meeting with Communications Committee and DVCA Committee would be beneficial as the location for both can be discussed. **It was resolved for the Noticeboards to be discussed once the external work had been completed at the centre.**

**65. Correspondence**

None received

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

**. Date of next meeting.**

Wednesday 26 June 2019 at 10.00am at Dersingham Village Centre.

With no further business the meeting closed at 11.10am

DRAFT