

**Minutes of the Communications Committee Meeting held on Wednesday 21 August 2019 at 10:00am at Dersingham Village Centre, Manor Road, Dersingham**

**Present:** Cllr C Shepherd (Chairman), Cllr A Bubb, Cllr B Hopkins, Cllr M Noble (left 11.20am), Mr S Martyn, and Jo Halpin Jones

**In attendance:** Geraldine Scanlon (Admin Assistant), Sarah Bristow (Clerk) for item 83, left 10.15am

**79. Apologies for absence.**

Cllr D Wright and Mr R Smyth

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

None Received.

**81. Minutes of the Meeting held on the 26 June 2019.**

**a) To Approve minutes.**

These were recorded as being accurate record duly signed by Cllr Shepherd.

**b) To consider Matters Arising.**

None.

**82. Operation London Bridge.**

The Chairman thanked the Clerk for circulating her report.

Operation London Bridge is the protocol to be followed following the passing of senior members of the Royal Family. Councillor Bubb advised he had spoken to Elizabeth Fiddick who was prepared to write an article detailing visits made throughout the years of royalty to the village and have it ready in preparation. Councillor Shepherd asked for volunteers to form a working group to discuss the Parish Councils role for such occasions. The Clerk is to arrange a meeting for the 10<sup>th</sup> September. **It was resolved for Councillors Bubb, Noble and Shepherd and Mr Martyn and the Clerk would form the working group.**

**Councillor Shepherd asked the Clerk to write to the Norfolk Lieutenancy Office to ascertain what they have in place.**

**83. Village Voice**

**a. Current Financial Position**

Jo Halpin Jones advised, looking at the finances, the Village Voice advertising should pay for the printing costs for the year. Mrs Scanlon added there had been several new advertisers this edition, some were one of ads and others had taken advantage of the 10% reduction on the remaining 4 editions. Cllr Noble asked if we ever received any feedback from advertisers regarding increase in business due to advertising in the Village Voice. Mrs Scanlon advised she had not received feedback. Mrs Scanlon advised she had used other local publications to approach businesses for new advertising and had received new ads.

**b. Content**

Jo Halpin Jones advised she had received various articles that were not necessarily relevant to the village as they were general information article such as the CCG Healthcare Consultation dates regarding them splitting into smaller

groups. She said she intended to do a brief information summary for such articles instead of giving full pages that are not village specific.

Cllr Bubb suggested an article be placed in the next edition reminding advertisers and contributors Village Voice 121 was the Christmas edition and therefore Christmas events need to be submitted.

Jo stated she had spoken to Mrs Payne regarding getting a copy of Village Voice 119 that detailed Her Majesty's visit to the Centre but was still awaiting a information. Cllr Bubb said there was always five copies delivered to York Cottage and therefore Her Majesty would have received one.

c. Advertisers & Finance.

The financial situation had been covered under minute 83a.

d. Distribution.

Mrs Scanlon advised there were no issues with distribution. Jo Halpin Jones asked if the complaint from a Parishioner regarding not receiving her Village Voice had been dealt with. Mrs Scanlon advised she had been contacted the Parishioner and delivered a magazine to her.

Cllr Hopkins asked if there had been any further volunteers to deliver the Village Voice to distributors. Mrs Scanlon said Cllr Noble and Cllr Frost had volunteered however as both Cllrs worked throughout the day it is difficult to arrange for them to collect the magazine from the office, with the office shutting on a Wednesday lunchtime. Cllr Hopkins said he was happy to deliver the next edition along with Mrs Scanlon.

**84. Village Voice Live**

Councillor Bubb stated there are speakers booked up to Christmas. The guest speaker planned for October has been unable to come therefore October will be a talk on The British Library. November is Whata Hoot Gin and its history. December will be Mrs Hulot's Holiday, with mince pies and Mulled wine.

**85. Email**

Cllr Shepherd said she is still unable to ascertain an email protocol document. Recently Cllr Shepherd had become aware of a problem regarding Gmail accounts. Whilst working with the Clerk, on the Task group, it became apparent if an email was received from a Gmail account to a non-Gmail account the email trail was not all visible. Mr Martyn advised it is a technical problem and if all users are not Gmail account there will always be issues unless the Parish Council use a dedicated email system such as Google GSuite, however this would incur a cost.

**86. Communication Strategy.  
Publication Scheme.  
Policies.**

Cllr Shepherd said she had given Mr Martyn the policies agreed by Full Council and they were on the website. Environment Committee and Staffing are to sign their policies off. Communications terms of reference and Co-Option and Use of Social Media policies and Recording and Filming of Parish Council meetings

protocol are to be taken to Full Council for ratification. Once this is achieved the policies can be placed on the website.

**87. Website.**

Cllr Shepherd advised that the Parish Council website had been unavailable for a short while. Mr Martyn advised the site had crashed as the free service given by Google to use the Secure feature only lasts 3 months and is on an auto-renew system, however it failed on this occasion. Mr Martyn contacted the hosting company who apologised and renewed the certificate.

**88. Social Media.**

**Facebook**

Cllr Shepherd advised there had been no update on the Parish Council Facebook page since April and she felt Facebook should be updated at least once a week highlighting meetings and events etc. After discussion it was decided Cllr Shepherd would speak to the Clerk regarding regular updates being placed on Facebook. Mr Martyn asked if the Facebook page was being checked regularly for messages received as he has many enquiries received for the DVCA.

**89. Noticeboards.**

Cllr Shepherd said there had been discussion about the possibility of having double boards outside the centre. One would be purchased and used by the Parish Council and the other by DVC, however more research needed to be done regarding exact details, location and costs. Cllr Bubb said he thought you could get grants for noticeboards. Cllr Shepherd thought there had been money from last year's budget for Noticeboards and would speak to the Clerk regarding the possibility to vire the monies over to the current financial year.

**90. Correspondence**

None received

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

**92. Date of next meeting.**

Wednesday 23 October 2019 at 10.00am at the Loft, Dersingham Village.

With no further business the meeting closed at 11.25am