

**Minutes of the Communications Committee Meeting held virtually on Tuesday 27<sup>th</sup> April 2021 at 6.00m.**

**Present:** Councillor C Shepherd (Chairman), Councillor M Noble, Councillor R Anderson, and Councillor T Bubb  
Mr S Martyn and Jo Halpin Jones (Editor).

**In attendance:** Geraldine Scanlon (Communications Officer & Minute taker).

**206. Apologies for absence.**

It was resolved to accept apologies from Councillor Wright and Mr R Smythe.

**207. Please indicate if there are any interests, which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.**  
None received.

**208. To approve minutes of the following meetings.**

a) Communications Committee held 6<sup>th</sup> January 2021.

It was resolved for the minutes to be signed by the Chairman as a true record without amendment.

b) Communications Working Group held on 3<sup>rd</sup> March 2021 (notes)

It was resolved for the notes to be signed by the Chairman as a true record without amendment

**209. Matters arising – any updates from Committee members.**

The Chairman reported the setting of future Committee meetings had to be considered. Currently there are two Councillors that are unable to attend meetings held in the morning due to work commitments. After discussion it was agreed future meetings would be conducted in the evening with meetings to remain via Zoom.

**210. Village Voice.**

**a) Current financial position.**

Councillor Shepherd advised despite concerns regarding an overspend on the Village Voice magazine there had been a saving of £1627.32.

**b) Content.**

Jo Halpin Jones stated content is an unknown quantity until deadline. She asked Committee's opinion regarding the volume of religious articles in the magazine and felt that service information or charity events were informative however the articles containing sermons could be reduced. Councillor R Anderson asked if there had been comments or objections from residents relating to the articles. Jo Halpin-Jones said no comments had been made. Jo Halpin Jones said she will discuss it further with those that submit the articles. Councillor Noble asked if there was any intention to place a book of remembrance in the Village Centre for Prince Philip. Mr Martyn stated the

Palace had requested only online comments be received mostly due to COVID. Councillor Shepherd advised there was no intention to provide a book of remembrance.

**c) Advertisers.**

Jo Halpin Jones advised she had contacted businesses with the view to them advertising in the magazine and had received a few confirmed bookings. Mrs Scanlon said there had been a good response regarding advertising however she intended to call those she had received no response from. Councillor Shepherd advised, in the Clerks absence, Councillor M Shepherd had been liaising with Edge with regards to the invoicing for the adverts. However, she felt whilst doing so it had highlighted problems created by the current booking form. She felt the form was complicated with boxes for completion incorporated amongst text information which made the form unclear and felt it invited payment to be made before the invoice is issued which created problems with issuing invoices and receipts. Councillor Shepherd suggested the Locum Clerk review the form as she has not been part of the advertising process and would be objective in recommendations made for updating the form.

**d) Distribution.**

Mrs Scanlon asked if distributors would still be requested to collect the magazines from the centre. Councillor Shepherd agreed for the distributors to collect.

Jo Halpin Jones asked what the current situation was regarding the "Business drop" being delivered to outlets. Councillor Shepherd reported she had taken most of the magazines to the relevant shops etc. Jo Halpin Jones suggested one of the reserves held for delivery be approached to see if they would be willing to deliver the business drop. It was agreed Councillor Shepherd would update the business list and forward to Mrs Scanlon and for Mrs Scanlon to contact the reserves for a volunteer to deliver.

**211. Website.**

Mr Martyn advised he had nothing to report with regards to the Website. He stated a review of the hosting company would be carried out later in the year. The Parish Council would benefit from a more stable platform with a more reliable emailing system. Councillor Shepherd advised she had experienced problems with the Dersingham.org.uk email recently with emails taking a prolonged time to arrive at their destination. Mr Martyn suggested it could be a capacity issue with the current platform used and hoped this would be rectified once the hosting company had been changed.

Councillor Shepherd said the issue of current documents not being transferred to archived needed to be addressed. Mr Martyn advised he would update the website as soon as he received confirmation the minutes had been approved. Mr Martyn advised the Locum Clerk had been given access to the website to enable her to upload agendas etc.

**212. Facebook.**

Councillor Shepherd stated in the Clerks absence the Parish Council Facebook page had not been updated and suggested, if willing, Councillor Stokes be asked to place information on the Village Group Facebook page. Mr Martyn

advised he could easily add another administrator to the Parish Council page if necessary. It was agreed more consideration was needed regarding the administration of Facebook.

**213. Noticeboards.**

Councillor Shepherd reported she had updated the noticeboards recently and the issue of replacing the cork on the board located at Thaxters needed to be looked into and the opening of the board at the co-op was difficult because the hinges were at the top and we should investigate a replacement. Mrs Scanlon advised the backboard on the noticeboard opposite the co-op needed replacing as it was rotten. Councillor Shepherd advised Mr English would be asked to carry out the necessary work.

Councillor Shepherd advised there was no update regarding the location of noticeboards at the Village Centre however it was to be discussed at the next DVCA meeting

**214. Correspondence.**

None received.

**215. Items for inclusion at the next meeting (date to be agreed)**

Provisionally booked 29<sup>th</sup> June.

With no further business the meeting was closed at 6.56pm