

## **Notes of the Communications Meeting held Tuesday 29<sup>th</sup> June 2021 at 10.00am.**

**Present:** Councillor C Shepherd (Chairman), Councillor R Anderson, and Councillor J Stokes (Arrived 10.25)  
Mr S Martyn and Jo Halpin Jones (Editor).

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

The Chairman explained that as there was insufficient Councillors present the meeting was not quorate therefore would have to proceed as a working group.

**216. Election of Chair.**

It was resolved for the Election of Chair to be deferred to the next Communications Committee Meeting.

**217. Election of Vice Chair.**

It was resolved for the Election of Vice Chair to be deferred to the next Communications Committee Meeting.

**218. Apologies for absence.**

Apologies were received from Councillors Bubb and Noble.

**219. 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

**220. To approve minutes of the Communications Committee Meeting held 27<sup>th</sup> April 2021.**

**a) To approve minutes.**

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

**b) To consider matters arising.**

Councillor Shepherd stated that the timing of future meetings had previously been discussed with the view to meetings being held in the evening to enable those Councillors with work commitments to attend. Everyone discussed and agreed that evenings would be a more convenient time to meet.

All other items were covered within the agenda.

**221 Village Voice.**

**a) Current financial position.**

Councillor Shepherd advised there had been discussion at the last Finance and Administration meeting regarding the Aged Debtors list and there were several unpaid advertising invoices for the Village Voice. The Clerk had agreed to contact those concerned once Mrs Scanlon had confirmed invoices had been issued. Mrs Scanlon advised all invoices had been issued and said she would ask the Clerk for an updated list of those still outstanding. The implications of non-payment were discussed, and general opinion was, should the payments

not be received in time for the next Village Voice deadline, 5<sup>th</sup> July, the adverts would be removed from the magazine.

Jo Halpin Jones stated the last edition of the magazine to be printed in 20/21 financial year was invoiced and paid for in 21/22 financial year and asked if it would be the same this year. Councillor Shepherd advised that due to the publications dates the last edition this year would come from this financial year's budget.

**b) Content.**

Jo Halpin Jones advised there has been plenty of articles received with several regular contributors yet to submit their articles. Some of those already received had been lengthy articles and asked if the magazine could go to 76 pages if needed, as the last edition was reduced to 68 pages there would be no extra cost over the financial year. Councillor Shepherd agreed to the increase.

Jo Halpin Jones reported Dick Melton had contacted her and advised, due to ill health, he would no longer be writing articles for the Village Voice, also, Ben Colson would no longer be writing articles since stepping down as Sandringham Parish Councils Chairman. Councillor Shepherd asked if he would submit articles as he had previously done that did not relate to the Parish Council. Jo Halpin Jones said she felt it unlikely any further articles would be received.

**c) Advertisers.**

This item covered by minute number 221(a)

**d) Distribution.**

Mrs Scanlon advised there were no issues with the household distribution and following the last Communications Committee meeting she had contacted those businesses listed to ensure they were happy for the magazine to be delivered and had updated the list accordingly. The reserve volunteers had been asked if any were willing to deliver the business drop with one volunteer agreeing. Councillor Stokes asked if the local B&B's had been contacted regarding being added to the business drop list. Mrs Scanlon said she would contact them.

**e) Advertiser's form.**

Jo Halpin Jones explained there had been various problems highlighted with the current Village Voice advertising booking form and had reviewed and made suggested changes to the document, which she had circulated to Committee members. The changes were discussed with others being added and agreed. It was approved for the booking form to be used once the proposed amendments had been made. Jo Halpin Jones suggested a letter could be issued, along with the booking form, to prospective advertisers with additional information and volunteered to compose a draft and circulate before the next meeting.

**222. Website.**

Councillor Shepherd said she had received an email from Councillor Bubb regarding a photograph on the Parish Councils website which shows the flagpole in the War Memorial Gardens and requested it be removed as the flagpole is no longer in place. Mr Martyn said he would remove the picture.

Councillor Shepherd advised, currently each Committee has "Website" as an agenda item and suggested it be removed from all committees other than Communications. Councillor Anderson said he felt Committees should be encouraged to place more information on the website and Facebook. He

suggested the website should be used as a point of reference for minutes, meeting dates etc and asked what information is posted to the Parish Councils Facebook page. Councillor Shepherd said the updating of Facebook would include reminders of meetings due to be held, notification of events such as the local litter pick recently carried out however updates had always been sporadic rather than consistent. Councillor Anderson suggested that the Parish Council Facebook page be used to update villagers of things the Council are currently working on for example the seating and trees due to be put in place on the Warren. Committee discussed at length the use of the Facebook page and who would be best to update it etc. It was agreed projects being carried out by the Parish Council would be posted on Facebook and the Clerk would be advised of the posting details agreed by the relevant Committee. It was also agreed for the Dersingham Parish Council Facebook page be linked to the Village Group page to extend coverage.

Jo Halpin Jones asked if there was a Yard Sale being held the same weekend as Open Gardens this year. Councillor Stokes confirmed the lady who organised last years event was unable to do so this year and was therefore uncertain if the Yard Sale would take place this year.

**223. Facebook.**

This item was covered under minute 222

**224. Noticeboards.**

Councillor Shepherd asked Mrs Scanlon to provide a list of repairs required on the noticeboards.

**225. Correspondence.**

None received.

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

**227. Dates for meetings for rest of year.**

Councillor C Shepherd advised she had been asked by the Clerk to supply the meetings dates for the year. The following meeting dates and times were agreed.

Tuesday 31<sup>st</sup> August 2021 at 6.00pm, Garden Room.

Tuesday 2<sup>nd</sup> November 2021 at 6.00pm, Garden Room.

Tuesday 4<sup>th</sup> January 2022 at 6.00pm, Garden Room.

Tuesday 1<sup>st</sup> March 2022 at 6.00ppm, Garden Room.

With no further business the meeting was closed at 11.50am

**Action points.**

**Jo Halpin Jones**

- **To update the Advertising Booking Form with agreed amendments.**
- **To compose a draft letter to accompany the Advertising Form for prospective advertisers.**

**Mr Martyn**

- To remove picture from website as requested by Councillor Bubb.
- To link the Parish Council Facebook page to the Village Group page.

**Mrs Scanlon**

- To contact local B&B's to ascertain if they wish to be included in the Business Drop list for the Village Voice.

DRAFT