

Minutes of the Communications Meeting held Tuesday 2nd November 2021 at 6.00pm, Garden Room, Dersingham Village Centre.

Present: Councillor C Shepherd, Councillor R Anderson, Councillor T Bubb, and Councillor J Stokes
Mr S Martyn (Left 6.50pm), Mr R Smythe and Jo Halpin Jones (Editor).

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

238. Apologies for absence.

It was resolved to accept apologies from Councillor Noble

239. 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

240. To approve notes of the Communications Committee Meeting held 31st August 2021.

a) To approve notes.

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

b) To consider matters arising.

Councillor C Shepherd asked if Jo Halpin Jones had been able to trial various font sizes for the Village Voice and if the new booking form was now in use, as discussed at the previous Communications Committee meeting. Jo Halpin Jones advised she had decided to remain with the existing font for the time being. Mrs Scanlon said the new form is now in use. Jo Halpin Jones asked if the invoicing for advertisers will be issued by the Locum RFO in the Clerks absence. Councillor C Shepherd confirmed the invoices will be issued by the Locum RFO.

Councillor C Shepherd reported several volunteers had approached the Parish Council wishing to help with the tree planting that is planned for Saturday 13th and Monday 15th November, however the list of contact details is with the Clerk who is currently absent due to sickness and suggested a post be placed on the Parish Council and Dersingham Village Group Facebook page asking those who have volunteered to contact the Parish Council.

241. Village Voice.

a) Current financial position.

Councillor C Shepherd advised the Financial Budget Comparison to 30th September 2021 had been circulated. The printing costs for the last copy of Village Voice had been paid but did not show on the report and advised there are sufficient funds to cover the costs of the two remaining editions for this year.

b) Content.

Jo Halpin Jones explained previously Sandringham Estate had submitted a newsletter for publication in the magazine however recently the Events

Manager has been writing the article and Jo was aware it was becoming an advertising feature rather than an article of information regarding Sandringham, and asked people's opinion. Committee discussed the submission made by Sandringham and agreed to continue to insert the article in the format it is received.

Councillor R Anderson updated the Committee regarding the installation of the Christmas lights at the Recreation Ground and advised he had written an article for the Village Voice. He has also written an article regarding the recycling of soft plastic, which can now be placed in the recycle bins inside the Co-op. Jo Halpin Jones asked if it would be possible to submit a photo for each of the articles.

Jo Halpin Jones asked the Committee if they were aware of a scheme called "Message in a bottle" run by the Lions Club. In principle emergency contact details are placed inside a bottle, in a fridge and a sticker is placed on the fridge to highlight to emergency services the contact details are inside. Jo advised some of the details seemed a little vague for example where individuals could find the forms, bottles, and stickers. Committee discussed the scheme and the possibility of an article being placed in the next edition of Village Voice. It was agreed to ascertain more information before placing the article in the magazine.

c) Advertisers.

Jo Halpin Jones explained there had been a slow in take of advertisers despite contacting several companies and business.

d) Distribution.

Mrs Scanlon advised the distribution of the magazine is running well. Jo Halpin Jones suggested placing an article asking for more volunteers to deliver. Mrs Scanlon asked if a poster could be devised for the noticeboards.

242. Website.

Mr Martyn advised there was no update regarding the website.

244. Facebook.

Councillor R Anderson requested a thank you be placed on the Facebook page to all those that responded to the Parish Councils request for ideas of future projects within the village that the Parish Council could be involved in.

Councillor Stokes suggested Mrs Scanlon be added to the parish Council Facebook administration to enable posts to be made whilst the Clerk is absent due to sickness or on Annual Leave. Mr Martyn stated this is something he could arrange as he is part of the current admin team. Councillor C Shepherd proposed Mrs Scanlon becomes an administrator on the Facebook page. **It was resolved to approve the proposal.**

Councillor Stokes asked if it was possible to advertise the Councillor vacancies currently available on the Parish Council. Vacancies were discussed and Councillor C Shepherd agreed to include Councillor vacancies in one of her Chairman's reports for the Village.

234. Noticeboards.

Mrs Scanlon apologised for not circulating a report and agreed to complete and circulate the report as soon as possible regarding the condition of the notice boards.

245. Budget Setting.

The Committee discussed each budget code on the Financial Budget Comparison Budget, with the following changes being made:

Income

All income codes are to remain the same.

Expenditure.

6025	Public Noticeboards	Increase from £350.00 to £1000.00
6030	Website	Increase from £500.00 to £600.00
6035	Events	Increase from £1000.00 to £2000.00

All other budget lines are to remain the same.

246. London Bridge.

Councillor C Shepherd advised she has been working alongside Mr Martyn regarding London Bridge. Previously they had worked on Operation Forth Bridge and were able to update the website in an efficient manner when needed.

247. Queens Platinum Jubilee.

Councillor C Shepherd reported work is still ongoing to arrange events for the four-day weekend in June 2022 to celebrate the Queens Platinum Jubilee, with National, County, Borough and local events all coming together. Committee discussed the idea of a beacon being lit for the weekend; it was suggested a bonfire could be lit instead, if the flame of the beacon was not of a sufficient size, with the possibility of a Hog Roast.

248. Correspondence.

Councillor C Shepherd advised she had received a letter from the church asking if the Parish Council wished to have a Christmas tree as part of the Christmas tree festival. **It was resolved for the Parish Council to purchase a 2 metre Christmas tree.**

249. Items for inclusion at the next meeting.

None received.

250. Date of next meeting.

Monday 4th January 2022.

Councillor Bubb asked if there was to be an event for the volunteer distributors this year. After discussion it was agreed a box of chocolates would be purchased for each distributor as done the previous year due to Covid.

With no further business the meeting was closed at 7.35pm

