

**Notes of the Communications Working Group Meeting held Tuesday 4<sup>th</sup> January 2022 at 6.00pm, Via Zoom.**

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

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

**CW1. Apologies for absence.**

No apologies were received

**CW2. 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

**CW3. To approve notes of the Communications Committee Meeting held 2<sup>nd</sup> November 2021.**

**a) To approve notes.**

It was resolved for the notes to be approved however the Chairman was unable to sign the notes as true record due to the meeting being held as a working group. Mr Martyn asked why the meeting was being held as a Working Group. Councillor C Shepherd explained that, due to the current increase in Covid infection it was agreed to meet virtually however as the Government guidance remains in place for face-to-face meetings to continue, legally virtual Committee meetings should not be held, therefore the meeting had to be held as a working group with any decisions made going before Full Council for approval.

**b) To consider matters arising.**

Councillor C Shepherd advised the invoice for the last edition of Village Voice had been received from Clanpress and paid. The payment had shown on the Financial Budget Comparison report but not on the Budget Heading Transaction Details report.

**CW4. Village Voice.**

**a) Current financial position.**

Councillor C Shepherd stated £3004.40 remains in budget code 6005 Village Voice which will cover the printing cost for the last edition of Village Voice for 2021/22.

Councillor C Shepherd asked if there had been any Village Voice postage expenditure as the total remains at £50.00. Mrs Scanlon advised the only copy posted was the Legal Deposit Office, British Library.

Councillor C Shepherd advised Mrs Scanlon had circulated notification from Clanpress advising an increase in printing costs that will come into effect as of January 2022. Currently there are 3200 editions of the Village Voice magazine printed this would incur an increased printing charge of £101.00 per edition. The possibility of an increasing the rate of advertising and reducing the number printed were discussed. It was agreed for the number of copies to be reduced from 3200 to 3100 for the next edition of Village Voice (134).

Councillor C Shepherd said there had been printing issues with the previous edition of the Village Voice, there had been blank pages in some magazines and other pages had been aligned incorrectly. Mrs Scanlon had contacted Clanpress regarding the matter. Clanpress had investigated the matter and found there to be no problems with the machines used and felt it was an isolated incident. Clanpress had offered a £50.00 credit by way of an apology.

**b) Content.**

Jo Halpin Jones said she had been received some articles however felt people were being cautious with regards to advertising events etc due to the current covid infection rate increase and expected most articles to arrive closer to deadline.

**c) Advertisers.**

Jo Halpin Jones reported a further three adverts had been received for the next edition.

**d) Distribution.**

Mrs Scanlon reported there are no issues with distribution and advised she had been working on the deadline dates for 2022/23 and would circulate as soon it was completed.

**CW5. Website.**

Councillor C Shepherd advised Mr Martyn had given 12 months' notice regarding his role in maintaining and updating of the Parish Council website, therefore options would need to be explored with regards to the future running of the website. Councillor C Shepherd suggested a working group be proposed at the next Full Council meeting to enable other Councillors with IT skills to become involved in finding a practical resolution in the future running of the website. Mr Martyn advised although he wished to reduce his IT commitments, he would be happy to advise, if needed, in the future.

**CW6. Facebook.**

Councillor C Shepherd asked if there was an update regarding Mrs Scanlon being added as admin on the Parish Council Facebook page. Mr Martyn advised he would obtain the relevant details required from Mrs Scanlon and add her as soon as possible.

Councillor R Anderson asked if a post could be placed on Facebook thanking those that had volunteered in the recent tree planting exercise on the Warren. Councillor C Shepherd advised she would write a thank you.

**CW7. Noticeboards.**

Mrs Scanlon had circulated pictures of the noticeboards that needed repair and had advised the back board on which the noticeboard located on Lynn Road was mounted needed replacing, the cork on the board at the Spar shop also needs replacing. After discussion Councillor Bubb said he would look at the boards and advise of any work needed.

**CW8. Correspondence.**

None received.

**CW9. Items for inclusion at the next meeting.**

None received.

Councillor Bubb asked if a supplement would be included in the next edition of the Village Voice to promote events taking place for the Queens Platinum Jubilee celebrations. Councillor C Shepherd advised, once details had been finalised a separate leaflet would be printed with relevant dates and times of events. Jo Halpin Jones asked how the leaflets would be distributed. Councillor Bubb suggested the deadline for the next Village Voice be brought forward by a week and the leaflet be a pull-out supplement in the centre pages of the magazine, which would alleviate delivery issues. After discussion it was agreed to bring the deadline forward by one week to allow the Queens Platinum Jubilee events to be placed in the Village Voice and distributed in a timely manner.

Jo Halpin Jones asked when the Dersingham Data supplement is usually inserted in the Village voice. Mrs Scanlon advised it had previously been the first edition of the year. Jo Halpin Jones suggested the supplement be added to the August/September edition to avoid clashing with the Platinum Jubilee insert and said she would contact the groups to ensure the information entered was up to date.

**CW10. Date of next meeting.**  
Monday 1<sup>st</sup> March 2022

**Action points**

**Councillor C Shepherd**

- Propose to Full Council a working group to discuss the future of the Parish Council website.

**Councillor Bubb**

- To report any work needed on Parish Council noticeboards.

**Jo Halpin Jones**

- To contact groups regarding updates for the Dersingham Data insert.

**Mrs Scanlon**

- To supply Village Voice deadlines for 2022-23

With no further business the meeting was closed at 7.01pm

DRAFT