

**Minutes of the Communications Committee Meeting held Tuesday 1<sup>st</sup> March 2022 at 6.00pm, Garden Room, Dersingham Centre.**

**Present:** Councillor C Shepherd, Councillor R Anderson, Councillor T Bubb, Councillor J Stokes and Councillor M Noble (Arrived 6.30pm)  
Mr S Martyn, Mr R Smyth and Jo Halpin Jones (Editor).

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

**251. Apologies for absence.**

No apologies were received

**252. 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

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

**a) To approve notes.**

Councillor Shepherd advised it had been resolved to approve the minutes at the previous Communication meeting on January 4<sup>th</sup>.

**b) To consider matters arising.**

There were no matters arising.

**254. To approve Minutes of the Communications Working Group Meeting held 4<sup>th</sup> January 2022.**

**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.**

Matters arising are covered by agenda items.

**255. Village Voice.**

**a) Current financial position.**

Councillor Shepherd advised a payment of £189 had been made against budget code 6035 – Events. As no payments had been authorised against the events budget Councillor Shepherd advised she would speak to the Clerk regarding the matter.

**b) Content.**

Jo Halpin-Jones said the front cover of the next edition of the Village Voice was ready however with the current events taking place in the Ukraine asked if it would be acceptable to show solidarity by using the colours of the Ukrainian flag on the front cover. After discussion it was agreed for the cover to be changed and for Ukrainian flags to be scattered throughout the next edition of the magazine.

Publicising events planned for the Queens Platinum Jubilee celebrations to be held 2<sup>nd</sup> June-5<sup>th</sup> June 2022 by local groups, Dersingham Centre and the Parish Council were discussed at length. It was agreed details of the events should be placed in the next two editions of the village voice to enable as much publicity as possible. Therefore, those groups that had not already submitted posters and articles would be contacted and encouraged to submit details of their events before the deadline of 14<sup>th</sup> March 2022.

### **c) Advertisers & Finance.**

Councillor C Shepherd reported the Clerk had expressed concerns relating to the deadline and advertising for the next financial year. The Clerk felt that approaching advertisers too soon would result in payments being made for adverts in this financial year when they are not due until the next financial year which would impact on the end of year accounts. Jo Halpin-Jones advised she had rewritten the booking form and informational sheet that accompanies it and has clearly stated payment should not be made until an invoice is received, also bank details for payment have been removed from the form so payment can not be made. Councillor Bubb explained it had been established several years ago that payments made in the incorrect year could easily be rectified to show the correct year. Jo Halpin-Jones asked if the Clerk had been instructed to change the invoice details to show payment should be made within 14 days of the invoice date and not 30. Councillor C Shepherd advised she would speak to the clerk. Jo Halpin-Jones also asked that the Clerk send regular updates of payments received from advertisers, so Mrs Scanlon had confirmation to place the ad in the magazine.

Jo Halpin-Jones asked what the procedure was regarding emails received by the Clerk when she is on Annual leave or absent due to sickness. Councillor Noble asked if the emails could be redirected to Mrs Scanlon in the Clerk's absence. After discussion it was agreed for the matter to be added to the Staffing Committee agenda.

### **d) Distribution.**

Councillor Bubb advised there had been several magazines left after he had completed a delivery. Mrs Scanlon said the current rounds need reviewing to ensure the correct number of magazines are given to distributors. Councillor C Shepherd asked for any extras to be returned to the office for redistribution. Mrs Scanlon said she would discuss it with the distributors.

### **e) Jubilee Pull-out**

Councillor Bubb volunteered to produce the Jubilee pull-out and asked if advertisers could be approached to fund the printing costs. Sponsorship, advertising, content was discussed. It was approved to charge advertisers £25.00 plus VAT for a half page ad, Councillor Bubb is to devise a suitable booking form and event organisers to be contacted as soon as possible for event details.

## **256. Website.**

Mr Martyn asked if Full Council had discussed a replacement to run the Parish Councils website page. Councillor C Shepherd advised Full Council had agreed to set up a working group to discuss the matter.

Mr Martyn suggested the COVID information page on the website could be removed as restrictions are being lifted. Councillor C Shepherd agreed for it to be removed and thanked Mr Martyn for the extra work carried out maintaining the COVID information on the website. Councillor R Anderson asked when the no parking signage would be in place on Bank Road and suggested a picture be taken and placed on Facebook and an entry made in the Village Voice notifying parishioners of the new signs. Councillor C Shepherd advised they were in the process of being ordered.

## **257. Facebook.**

Mr Martyn advised he had been unable to add Mrs Scanlon as an administrator, to enable Mrs Scanlon to be added she would need to send a friend request to Mr Martyn. Mrs Scanlon agreed to send the request.

## **258. Noticeboards.**

Councillor C Shepherd advised she had looked at the noticeboard opposite the Co-op and agreed the backboard needed replacing and would speak to the Clerk to arrange Mr English to replace the board. The cork in the noticeboard located at the Spar shop also needs replacing.

Councillor Stokes reported stickers needed to be removed from one of the bus shelters. Councillor C Shepherd advised this would be dealt with at the next environment meeting.

**259. Correspondence.**

None received.

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

Queens Jubilee Pull-out.

**261. Date of next meeting.**

Jo Halpin-Jones stated the next meeting planned was after the Village Voice deadline. After discussion it was agreed for the next meeting to be held Tuesday 19<sup>th</sup> April at 6.00pm

**Action points**

**Councillor C Shepherd.**

- To speak to the Clerk regarding a payment of £189 against budget code 6035 – Events.
- To ask the Clerk to change the invoice issued to advertisers to show payment to be made 14 days from the invoice date.
- To add emails redirection in the Clerk's absence to Staffing agenda.
- To add the removal of stickers in the bus shelters to the Environment agenda.

**Councillor Bubb**

- Create a booking form for advertisers in the Jubilee pull-out.

**Mr Martyn.**

- To remove the COVID information from the Parish website.

With no further business the meeting was closed at 7.10pm