

Minutes of the Communications Committee Meeting held Tuesday 30th August 2022 at 6.00pm, Garden Room, Dersingham Centre.

Present: Cllrs Robert Anderson, Tony Bubb, Coral Shepherd, and Jordan Stokes.

In attendance: Mrs Jo Halpin Jones (Editor), Mr Stephen Martyn (Website), Mr Rob Smythe and Mrs Geraldine Scanlon (Communications Officer & Minute taker).

272 Apologies for Absence

Apologies were received from Cllr Martin Noble.

273 Declaration of interest and requests for dispensation in any of the agenda items listed

None received.

274 Minutes of the meeting held 21st June 2022

a) Approval of minutes

After including the following the notes of the meeting were approved and signed by the Chairman as a correct record.

The addition of Mr Rob Smythe to the apologies.

b) Matters arising

Action points were discussed and those completed removed.

Jo Halpin Jones had contacted Clanpress regarding Dersingham Data pull out, they have agreed to print and insert the pull out into Village Voice 138 free of charge.

Mr Martyn will liaise with Mrs Scanlon regarding access to update the Parish website.

275 Communications Committee terms of reference

Committee discussed the terms of reference with the following alterations being made: Paragraph 1 to change "Finance & Administration" to "Communications"

Insert new responsibility at No 2 to read: "Any other publications" with subsequent numbers to change accordingly

276 Village Voice

a) Current Financial Position

Cllr C Shepherd advised the journal transfer from 605 Events to 6005 Village Voice is still to be made.

Jo Halpin Jones said Clanpress had advised they would be increasing their printing charges which would be an additional £138.00 per edition of the Village Voice. Committee discussed how the price increase could be managed such as reducing the number printed, reducing the number of pages in the magazine, or downgrading the quality of paper. It was agreed for Jo Halpin Jones to contact Clanpress and arrange to meet to discuss possible options.

b) Content

Jo Halpin Jones advised contributors had been submitting articles but with the deadline near she expected many more.

c) Advertising

Mrs Scanlon advised there had been more additional confirmed advertisers however there were some enquiries to follow up.

d) Distribution

Mrs Scanlon stated there was nothing to report.

277 Website, Facebook, and Noticeboards
Cllr C Shepherd advised she had been researching ways to run the Parish website once Mr Martyn was no longer maintaining it. Heacham and Snettisham use Norfolkparishes.gov.uk for their websites which is run by NALC, the Parish Council already subscribes to NALC therefore there would be no additional charge incurred to create a new website for Dersingham Parish Council. Cllr C Shepherd advised she would contact NALC for further information.
Jo Halpin Jones said she had completed the updates for the Dersingham Data (DD) insert and advised she would send the changes to Mr Martyn to enable him to update the website.
After discussion it was agreed for Jo Halpin Jones to add the location of publicly accessible defibrillators to DD. Cllr Bubb suggested the village map that had previously been included in the Dersingham Data be updated to show where the defibrillators were located, with the costs of the maps being met by advertising. After discussion it was agreed to add update of village map to the next Communication agenda.
Mr Martyn advised he had sent Mrs Scanlon the relevant link to enable her to become an administrator on the Parish Council Facebook page. Mrs Scanlon said she had been unable to access the page.

278 Correspondence
None received

279 Items for inclusion at the next meeting
Election of Committee Chairman
Election of Committee Vice Chairman
Village Map
London Bridge
Website

280 Date of next meeting
1st November 2022 at 6pm, Dersingham Village Centre

Action points:

Cllr C Shepherd.

- Obtain prices for replacement notice board at Co-op
- Contact NALC re website as per minute 277

Jo Halpin Jones

- Contact Clanpress as per minute number 276a
- To forward relevant updates for the website as per minute 277

Mr Stephen Martyn

- Liaise with Mrs Scanlon regarding website access.