

Minutes of the Communications Committee Meeting held Monday 7th November 2022 at 6.00pm, The Loft, Dersingham Centre.

Present: Cllrs Robert Anderson, Tony Bubb, Martin Noble and Coral Shepherd.

In attendance: Mrs Jo Halpin Jones (Editor), Mr Stephen Martyn (Website), Mrs Karen Orgill (Business Manager) and Mrs Geraldine Scanlon (Assistant Business Manager & Minute taker).

281 Apologies for Absence

Apologies were received from Cllr Jordan Stokes and Mr Rob Smythe.

282 Declaration of interest and requests for dispensation in any of the agenda items listed - None received.

283 Election of Chairman

It was resolved to approve Cllr C Shepherd as Chairman

284 Election of Vice Chairman

It was resolved to approve Cllr R Anderson as Vice Chairman.

285 Minutes of the meeting held 30th August 2022

a) Approval of minutes

The minutes were approved and signed by the Chairman as a correct record

b) Matters arising

Cllr C Shepherd confirmed the journal transfer from 605 Events to 6005 Village Voice had been made.

Mr Martyn asked if the Dersingham Data supplement would be forwarded as per minute 277 to update the website, Jo Halpin Jones is to forward a digital version to Mr Martyn.

Cllr Bubb noted the possible update of the village map had not been added to the agenda as per minute 277. Cllr C Shepherd advised it would be an agenda item for the next meeting.

Mr Martyn asked Mrs Scanlon if she had been able to access the Parish Council Facebook page as an administrator. Mrs Scanlon advised she had been unsuccessful. After discussion it was agreed for both the Business Manager and the Assistant Business Manager to be added as Administrators to the Parish Facebook account.

286 Village Voice

a) Current Financial Position

A revised Financial Budget Comparison had been circulated showing the journal transfer made (Minute 285).

Cllr C Shepherd advised there could be a potential shortfall in income to cover the printing costs of the Village Voice.

c) Advertising

Cllr C Shepherd suggested the price of the advertising be increased to help with the rising printing costs etc and asked the Committee for comments. Committee discussed the possible increases and the impact to advertisers. It was agreed for Cllr C Shepherd to gather figures of suggested increases and circulate to the Committee.

Cllr Bubb asked if the possibility of using 60gsm silk paper had been considered for the Village Voice when the decision to downgrade to 80gsm paper had been made. Committee looked at an example of 60gsm silk and after discussion it was agreed for

Jo Halpin Jones to contact Clanpress to enquire if 60gsm silk is available and the cost etc.

- 287 Budget Setting**
The Committee discussed each budget code on the Financial Budget Comparison Budget, with the following changes being made:
Income
605 Advertisement Village Voice Decrease from £12,000.00 to £11,000.00
Expenditure.
6005 Village Voice Increase from £14,000.00 to £15,000.00
6035 Events Decrease from £2000.00 to £1000.00
- All other budget lines are to remain the same.
- 288 Coronation events**
Cllr C Shepherd advised it had been agreed by Full Council for a working group to meet to suggest and discuss celebrations to mark Kings Charles III Coronation. A meeting is to be arranged.
- 289 Website**
Cllr C Shepherd advised, once Mr Martyn is no longer maintaining the parish website, the suggested replacement would be the NALC website template. Heacham Parish Council are currently using the NALC version and have agreed to assist us if needed. Mr Martyn recommended the new site has a https security certificate, which he currently purchases for the Parish website and all government websites should have.
- 290 Facebook**
This item was discussed minute number 285
- 291 Noticeboards**
Cllr C Shepherd reported that Full Council had requested the back board recently replaced on the noticeboard on Lynn Road be redone due to the work being unsatisfactory. The Contractor had been contacted and he advised he had carried out the work requested as a “like for like” repair. However sterling board had been used as a replacement, not marine ply, which had now started to swell due to the recent rain.
Cllr C Shepherd said she would discuss with Mrs Scanlon replacing the noticeboard at the Co-Op.
- 292 Correspondence**
Cllr C Shepherd stated a letter had been received from Norfolk Constabulary thanking residents for their patience and understanding following recent road closures and the use of the village hall at the time of her Majesty the Queen’s passing.
- 293 Items for inclusion at the next meeting**
Local maps
- 294 Date of next meeting**
Thursday 5th January 2023, 6.00pm The Loft, Dersingham Village Centre.
- With no further business the meeting closed at 7.05pm

Action points:

Cllr C Shepherd.

- Obtain prices for replacement notice board at Co-op
- Contact NALC re website as per minute 277
- To prepare and circulate suggested price increases to advertising charges
- To liaise with Mrs Scanlon regarding a replacement noticeboard at the Co-Op

Jo Halpin Jones

- To forward digital version of the Dersingham Data to Mr Martyn
- To contact Clanpress to discuss the possibility of using 60gsm silk paper for the Village Voice

Mrs Scanlon

- To add Village Map to next committee agenda.

Business Manager

- To arrange working group meeting regarding King Charles III coronation events