

**Minutes of the Communications Committee Meeting held Thursday 2<sup>nd</sup> March 2023 at 6.00pm, The Loft, Dersingham Centre.**

**Present:** Cllrs Coral Shepherd (Chairman) Robert Anderson and Tony Bubb.

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

**308 Apologies for Absence**

Apologies were received from Cllrs Martin Noble, Jordan Stokes and Mr Rob Smyth.

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

**310 Minutes of the meeting held 12<sup>th</sup> January 2023.**

**It was resolved for the Chairman to sign the minutes as a true and accurate record.**

Action points were discussed and those completed removed from the list.

**311 Village Voice**

a) Current Financial Position

Cllr C Shepherd advised the following:

The invoice for the current edition of the Village Voice (VV) would be payable in this financial year, therefore there would be a potential overspend to this year's budget.

An income amount of £113.75 had been entered under Budget 630 Platinum Jubilee, however there was no explanation for the income. Cllr C Shepherd will discuss the matter with the Locum RFO.

b) Content

Jo Halpin Jones stated, with the deadline close contributions are now coming in.

Committee discussed 2023/24 deadline dates for the VV. The proposed dates were agreed except for VV 142, the copy deadline is to be extended by one week to 8<sup>th</sup> May 2023 enabling submissions from contributors after King Charles III Coronation weekend. Jo Halpin Jones will notify the contributors of the change.

c) Advertising

Cllr C Shepherd said the Locum RFO had expressed concerns regarding the renewal of advertising for 2023/24 and payments being received erroneously in this financial year, she had advised the RFO that no payment information is supplied on the advertising letter or booking form that the advertisers receive, and they are told not to make payment until an invoice has been received. Jo Halpin Jones and Mrs Scanlon will liaise regarding the advertising, timescales etc for the forthcoming financial year.

Jo Halpin Jones said she would write something for the next edition of VV appealing for more advertisers.

d) Distribution

Mrs Scanlon said, whilst all areas have been covered to date, she was aware of at least one distributor that, due to personal circumstances, may not be able to continue with delivering her two rounds. Another distributor had also asked for their round to be halved, however Cllr R Anderson advised as it is a round that he assists with the delivery this was not a matter of urgency. Mrs Scanlon suggested something be placed

on the village Facebook page and in the next edition of the VV. It was agreed for Cllrs Stokes to be approached regarding the Facebook page entry.

- 312 Coronation Events**  
Cllr C Shepherd advised that the DVCA are holding a Dine and Dance event on Saturday 6<sup>th</sup> May. J Halpin Jones enquired where tickets could be purchased. Cllr C Shepherd advised the Post Office were selling them.  
A Sports for All/ Fun day is being run at the Sports Ground on Sunday 7<sup>th</sup> May 1pm-6pm, including a BBQ.  
The Parish Council will hold a litter pick on Monday 8<sup>th</sup> May, Committee discussed possible meetings points, areas for litter collection, Cllr C Shepherd advised she would collect the kits from the Borough Council, which consists of 12 picks and hoops to secure litter bags.  
Throughout the Coronation weekend the Parish Council have a “seeking Trail” event which is being organised by Mr G Eley, details of which are shown in the last edition of VV.
- 313 Committee Finances**  
Cllr C Shepherd advised this item is covered under minute 311a
- 314 Website**  
Cllr C Shepherd advised she would progress the new Parish Council website and is to contact Hugo Fox as previously agreed.  
Prior to the meeting Mrs Scanlon had contacted Mr Martyn as she was unable to access the Parish Council website to upload agendas etc. Mr Martyn asked if the problem had been resolved. Mrs Scanlon confirmed she was still unable to access the website. Mr Martyn is to delete Mrs Scanlon’s details and create a new account. He will notify Mrs Scanlon once this is done.
- 315 Facebook**  
Mr Martyn asked if the BM had made progress regarding administration access to the Parish Councils Facebook page. Mrs Scanlon stated the BM had accepted the friend request from Mr Martyn but was unsure if any further progress had been made.
- 316 Noticeboards**  
Cllr C Shepherd advised she had been unable to obtain quotes for the new noticeboards and said she will continue with this in the next financial year.
- 317 Correspondence – None received**
- 318 Items for inclusion on the next agenda**  
Item 6 - Committee Finances to be removed
- 319 Date of next meeting**  
Thursday, 27<sup>th</sup> April 2023, 6pm in The Loft

With no further business the meeting closed at 6.55pm

#### **Action points:**

#### **Cllr C Shepherd.**

- To contact Mr Signs regarding replacement noticeboard for co-op.
- To contact the local school regarding the Queens Memorial prize.

- To contact Hugo Fox regarding the new Parish Council website
- Contact the Locum RFO regarding the income of £113.75 entered under Budget 630 Platinum Jubilee
- Speak to Cllr Stokes to ask for “Volunteers needed for distribution” to be placed on the Village Facebook page

**Jo Halpin Jones**

- To notify the contributors of the change in deadline dates for Village Voice 142.
- To compose covering letter for 2023/24 advertisers.

**Mr Martyn**

- To delete Mrs Scanlon from the website administration and recreate another account to enable Mrs Scanlon to access the website

DRAFT