

Notes of the Communications Working Group Meeting held Tuesday 21st June at 6.00pm, Garden Room, Dersingham Centre.

Present: Councillor C Shepherd and Councillor R Anderson and Jo Halpin Jones (Editor).

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

Councillor C Shepherd advised due to the Committee not being quorate the meeting would proceed as a Working Group.

CW10 . Election of Chair.

Councillor C Shepherd advised, due to the Committee not being quorate, this item would be deferred.

CW11 Election of Vice Chair.

Councillor C Shepherd advised, due to the Committee not being quorate, this item would be deferred.

CW12 To review Committee Terms of Reference.

Councillor C Shepherd advised, due to the Committee not being quorate, this item would be deferred.

CW13 Apologies for absence.

It was resolved to accept apologies from Councillor Noble, Councillor Bubb, Councillor Stokes and Mr S Martyn.

CW14. 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

CW15. To approve minutes of the Communications Committee Meeting held 19th April 2022.

a) To approve notes.

Councillor C Shepherd advised, due to the Committee not being quorate, this item would be deferred.

b) To consider matters arising.

Councillor C Shepherd stated Jo Halpin Jones had contacted her regarding the costings of the Queens Platinum Jubilee pull out. The total cost for the last edition of the Village Voice was £3084, this included £598 printing cost for the pull out and £360 for Clanpress to insert inside the magazine. She advised the budget line 6035 Events had £2000.00 and the total expenditure for both Parish Council jubilee events was just under £500.00 therefore and suggested a journal transfer of the balance be made to budget line 605 Events to cover the cost of the jubilee pull out. After discussion it was agreed for the journal transfer to be proposed to Full Council for authorisation.

Councillor C Shepherd advised she would be contacting those involved in the working group regarding the future of the Parish Councils website to arrange a meeting. Councillor R Anderson said Parish Online offer a website hosting service. Councillor C Shepherd said it is something that would be discussed by the working group.

Councillor C Shepherd advised she would contact Mr Martyn and ask for Mrs Scanlon to be shown how to upload documents to the website and to ensure Mrs Scanlon can access Facebook. Mrs Scanlon advised Mr Martyn had instructed her how to access Facebook however she had not been able to do so and would contact Mr Martyn regarding the matter.

CW16.

Village Voice.

a) Current financial position.

Councillor C Shepherd said the advertising appeared to be going well. Jo Halpin Jones said there had been new businesses advertising along with previous advertisers returning to the magazine and advised she and Mrs Scanlon were continuing to contact businesses.

b) Content.

Jo Halpin Jones said she had issued the reminder letter to contributors, and she had allocated four pages of the next edition for the Queens Platinum Jubilee celebrations that took place in the village. Councillor C Shepherd advised she had received some nice comments from those that had attended the Parish Council tea party, Jo Halpin Jones suggested they be added to the Chairman's piece in the Village Voice.

Councillor R Anderson asked the deadline for the next Village Voice and if either the Cricket or Big Lunch events had been rescheduled. Mrs Scanlon advised the Cricket event is due to take place on the 31st July 2022. Jo Halpin Jones advised the deadline is 4th July therefore the magazine should be distributed in time for the cricket event to be advertised. Mrs Scanlon advised she would forward the revised cricket poster to Jo Halpin Jones.

Councillor C Shepherd advised Sandringham Parish Council now have a new Chairman and suggested Jo Halpin Jones contact Councillor Bubb to clarify who will write Sandringham Parish Councils article for the magazine in the future.

Jo Halpin Jones said she had previously agreed to update the Dersingham Data insert and asked how it had been printed etc previously. Mrs Scanlon advised it had been a four page pull out that had been done for free by Clanpress on a lower grade paper. After discussion it was agreed for Mrs Scanlon to forward an updated Parish Councillor list to Jo Halpin Jones and for Jo Halpin Jones to contact Clanpress regarding the printing of the Data pull out.

c) Advertisers & Finance.

This item was covered in note CW16a

d) Distribution.

Mrs Scanlon said two more people have volunteered to do distribution and advised there have been no issues with distribution.

CW17.

Website.

This item was covered in note CW15b

CW18.

Facebook.

This item was covered in note CW15b

CW19.

Noticeboards.

Mrs Scanlon advised she had had trouble locking the notice board on Lynn Road. Councillor C Shepherd advised she had received no update regarding replacing the back board on the Lynn Road notice boards. The possibility of replacing the large notice board located at Co-op was discussed and it was agreed for Councillor C Shepherd to investigate costings of a replacement.

CW20. Correspondence

None received.

CW21. Items for inclusion at the next meeting.

To remove "Finance" from agenda item:

Village Voice

c) Advertising & Finance.

To add London Bridge Policy.

Nomination of Chair

Nomination of Vice Chair

Review Terms of Reference.

CE22. Date of next meeting.

Tuesday 30th August at 6.00pm, Garden Room, Dersingham Village Centre.

Action points:

Councillor C Shepherd.

- Obtain prices for replacement notice board at Co-op
- Arrange a working group meeting to discuss the future of the Parish Councils website
- To contact Mr Martyn regarding access to the website for Mrs Scanlon

Jo Halpin Jones

- Contact Clanpress regarding the Dersingham Data pull out.
- Contact Councillor Bubb regarding Sandringham Parish Council article.

Mrs Scanlon

- Forward Cricket poster to Jo Halpin Jones
- Forward updated Councillor list to Jo Halpin Jones
- To contact Mr Martyn regarding Facebook access

With no further business the meeting was closed at 6.55pm