

**Minutes of the Communications Committee Meeting held Thursday 27<sup>th</sup> April 2023 at 6.00pm, The Loft, Dersingham Centre.**

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

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

**320 Apologies for Absence**

Apologies were received from Cllrs Martin Noble, Mr Stephen Martyn and Mr Rob Smyth.

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

**322 Minutes of the meeting held 2<sup>nd</sup> March 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.

CllrC Shepherd had spoken with the Locum RFO regarding the income of £113.75 entered under Budget 630 Platinum Jubilee. The income was 3 adverts totalling £100.00, for the Platinum Jubilee Pull-out and a refund of £13.75 received from Amazon.

**323 Village Voice**

**a) Current Financial Position**

Cllr C Shepherd advised there was an anomaly shown on the Financial Budget Comparison, there is a deficit figure shown on the report at the end of the financial year however, the contribution from the General Fund does not show on the FBC as it is an internal transfer. Communication Committee were in credit by £32.00 at the end of financial year.

Jo Halpin Jones queried if the projected budgets for 2023/24 were as net figures or gross. Cllr C Shepherd advised all figures shown were net. Mrs Scanlon advised the amount for this year's advertising is currently in the region of £10,500 net income.

The ratio of advertising to articles was discussed, Jo Halpin Jones expressed concerns the percentage of adverts may be too high versus the content and said the advertising ratio may have to increase due to the advertising paying for the printing costs. She advised she had spoken with Clanpress who had confirmed they do not intend to increase printing costs for 2023/24. Cllr C Shepherd said there are also funds from the Precept within the Committees budget.

Cllr Bubb asked if the Current Financial position should be a separate agenda item, to allow discussion on other areas covered by the Communications Committee such as noticeboards. After discussion it was agreed to remove Current Financial Position from the heading of Village Voice and to have it as a separate agenda item.

Jo Halpin Jones stated a business had agreed to advertise for the year. They wished to have the first advert as a full page and the subsequent 5 as quarter page adverts. Usually is a business advertising for all 6 editions they get one free, she asked committee members how the invoice should be issued for the advert. It was agreed to charge full price for the full-page advert and charge for four quarter page ads, giving one free quarter page ad.

b) Content

Jo Halpin Jones said she had made the decision to allow an advertiser to have the outside back cover of the magazine for the 6 editions at an increased price of £160.00 per edition instead of the standard £140.00. The directory of advertisers would remain on the inside back cover.

Jo Halpin Jones asked when the children's fancy dress party was taking place. Cllr C Shepherd advised it had been cancelled as only one entry form had been received. The Parish Council are running a litter pick which will take place on Monday 8<sup>th</sup> May and is due to start at 10.30am, with volunteers meeting at Station Road.

The "Sports for All" event is taking place Sunday 7<sup>th</sup> May at the Sportsground; the WI are holding a Coffee Morning at St Cecilia's. Jo Halpin Jones said she hoped to get photographs of the events that would then form the next front cover of the magazine. An article had been received from a lady advising of a hit and run in which her dog had been fatally injured, it mentioned a gentleman who had stopped to help. After discussion it was agreed to give a brief account of the incident and to try and find the gentleman who helped.

Cllr Bubb reported he had spoken with the local MP who wishes to write an article for the Village Voice, which would not reflect any political views. Jo Halpin Jones advised she would contact Cllr Wild to discuss his contribution.

A discussion was had regarding the closure of the sorting office at Dersingham Post Office. It was agreed for Jo Halpin Jones to contact Mr Lindsay regarding an article for the next Village Voice.

c) Advertising

This item was discussed under minute 323(a)

d) Distribution

Mrs Scanlon advised there had been 4 new volunteers to help distribute the Village Voice, 3 of which were happy to take a round on a permanent basis and said a review of the size of rounds was needed.

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**Coronation Events**

CllrC Shepherd advised the Parish Councils Children's Fancy Dress competition/party had been cancelled as there had only been one applicant. However the SeeKINGS quiz will still take place, with forms becoming available from Friday 5<sup>th</sup> May and entries to be handed in by Monday 8<sup>th</sup> May. Forms can be obtained from the Post Office, St Nicholas Church, Village Centre and downloaded from the Parish website.

Cllr C Shepherd reported all other events are on schedule as advertised.

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**Website**

Cllr C Shepherd advised there is no update regarding the new website.

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**Facebook**

Mrs Scanlon said there was no update regarding the BM being able to access the Parish Facebook page, and she would speak with the BM regarding the matter. Cllr Stokes said he would upload information to the Village Facebook page until the BM is able to access the Parish account.

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**Noticeboards**

Cllr C Shepherd advised there is no update regarding quotes for a new noticeboard located at the co-op.

- 328 Correspondence**  
None received
- 329 Items for inclusion on the next agenda**  
Committee Finance – as per minute 323(a)
- 330 Date of next meeting**  
Thursday, 29<sup>th</sup> July 2023, 7pm in The Loft

The meeting was placed in closed session at 7.00pm

**EXCLUSION OF THE PRESS AND PUBLIC**

To consider passing the following resolution: “That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

- 331 Operation Menai Bridge**  
Cllr C Shepherd explained Operation Menai Bridge is the code name for plans related to the death of King Charles III. Cllr C Shepherd will liaise with Mr Martyn to ensure the Parish Council website has the relevant information ready.

With no further business the meeting was closed at 7.07pm

**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