

Minutes of the Communications Committee Meeting held Monday 30th October 2023 at 10.00am, The Loft, Dersingham Village Centre.

Present: Cllrs Coral Shepherd (Chairman) Tony Bubb, and Mike Shepherd.

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

357 Apologies for Absence – None received

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

**359 Minutes of the meeting held 29th August 2023.
It was resolved for the Chairman to sign the minutes as a true and accurate record.**

Cllr C Shepherd advised the Editors honorarium had been adjusted as per minute number 349. A one-off payment had been made to the Editor to clear the arrears and the Standing Order changed for future payments.

Cllr Bubb reported he had attended a meeting with Sandringham Estate regarding the concerts recently held there over the August Bank Holiday weekend. He had raised areas of concerns that parishioners had highlighted to him, poor signage at the event, the condition and lack of toilets, badly lit walking routes for pedestrians, lack of consultation and notice regarding the road closures etc for the event. Sandringham have taken on board all the comments and all points will be considered should further events take place.

360 Review of the Communications Committee Finances

Cllr C Shepherd said the Communications Committee would need a budget setting meeting in November.

Cllr M Shepherd asked the ABM to consider the projected income from advertisers for the remainder of 2023/24 and also for 2024/25 in preparation for the budget setting meeting. He also advised there are three remaining editions of the Village Voice (VV) in the 2023/24 financial year, however the invoice for the last edition, historically has been paid in the next financial year.

Cllr C Shepherd queried the £75.00 shown in expenditure code 6035 Events. The amount had been awarded as a prize for the Quiz that had taken place over the Kings Coronation weekend.

361 Village Voice

a) Content

Jo Halpin Jones said she is still working on the front cover of the next edition of VV. The next edition may be a bigger magazine as there are several Christmas events being advertised. Cllr M Shepherd asked what the monetary difference was between a 72page and a 76page magazine. Cllr C Shepherd said it was between £100-£150. Jo Halpin Jones said Clanpress now uses recycled boxes to deliver the Village Voice to the PC and asked if we should ask distributors to return the boxes so they can be returned to Clanpress. After discussion it was agreed not to ask distributors to return the boxes.

b) Advertising

Jo Halpin Jones advised there are still new businesses wishing to advertise in VV, which is normal at this stage of the financial year. Most advertisers are secured at the beginning of the financial year and the process of approaching all current advertisers will begin in the spring for the 2024/25 financial year.

c) Distribution

The ABM reported:

There had been several new volunteers since the advert in the last edition of the VV to help with the distribution.

There had been several miscounted rounds on the last delivery, distributors either had too many or not enough magazines. The ABM said she had updated the distribution/packing list for Clanpress that shows how many magazines are needed per round, this will be sent to Clanpress in time for the next delivery.

362

Website

Cllr C Shepherd advised she had contacted Hugo Fox regarding the new website however, to date, had received no response.

Mr Martyn asked if Hugo Fox just provided a “skeleton” website or if they are happy to transfer all the data from the old website to the new. Cllr C Shepherd said they would transfer data however was unsure of the cost involved. Mr Martyn said there were over 1000 documents archived on the current PC website, which would be a lot of work to transfer. Cllr M Shepherd said we need to engage with Hugo Fox as soon as possible to enable the restructure and migration of documents, also to establish costs before the budget setting meeting. The committee discussed at length the storage of the PC documents both current and archived. It was agreed that Mr Martyn and Cllr M Shepherd would discuss the best process to transfer, maintain and back up all documents from the website to one central access point.

363

Facebook

The ABM advised she had not yet created a new Facebook account but will do so.

364

Noticeboards

Cllr C Shepherd advised there was no update.

Cllr C Shepherd asked if the poster had been put on the notice boards to advertise the Sandringham Community Coffee Mornings. The ABM advised she would do it as soon as possible.

365

Parish Council & Public Engagement

Cllr M Shepherd said he had asked for this as an agenda item however he had been discussing ideas on how to proceed with Cllr Stokes who was not present at this meeting. The idea is to advertise what the PC does, what do parishioners want from the PC and to get the community working together. Jo Halpin Jones said parishioners are unaware of what the PC does and suggested more information be included in the PC Chairmans article in the VV.

366

6th June 2024, 80th Anniversary of D-Day possible purchase of Tommy Statue.

Cllr C Shepherd advised this item had been deferred to the communications committee by Full Council to discuss if a statue should be purchased and its location. The 6ft soldier silhouette statue costs £650.00, plus installation and the 4ft unknown Tommy statue and Unknown Woman in War statue cost £175.00 each, plus installation. After discussion a suggested location was the grass verge outside St

Nicholas Church, corner of Manor Road and Church Lane, however this was not agreed.

Cllr C Shepherd stated lots of events were being organised for the 80th anniversary on the 6th June 2023, one of which is national beacon lighting in the evening. She suggested, as it is also national fish and chips day, the beacon lighting takes place at the village centre and a mobile fish and chip van be asked to be present for those attending the beacon lighting and the DVCA would be asked to provide a licenced bar for the evening. Committee discussed the idea, and it was agreed for Cllr C Shepherd to contact Tropics to see if they were available.

367 Correspondence

Cllr C Shepherd said a letter had been received from the Church Warden, St. Nicholas Church, asking if the PC would like to take part in this year's Christmas Tree Festival. As the letter was received after the Full Council meeting and a response is required by 13th November 2023 the correspondence had been brought to the communication committee. Cllr C Shepherd proposed the PC buys a 2-metre tree at a cost of £55.00.

It was resolved to approve the proposal.

Cllr Bubb asked if there were any plans for a Christmas afternoon tea to thank the VV distributors. Cllr C Shepherd advised she would purchase chocolates by way of a thank you, this ensures all volunteers are included.

368 Items for inclusion on the next agenda

Cllr C Shepherd asked committee members to notify the ABM of any agenda items.

369 Date of next meeting

Budget setting meeting 14th November 2023, 10am in The Loft, Village Centre

With no further business the meeting was closed at 11.40am

Action points:

Cllr C Shepherd.

- To contact Mr Signs regarding replacement noticeboard for co-op.
- To contact Hugo Fox regarding the new Parish Council website
- To contact Tropics regarding the 6th June 2024 80th D Day anniversary, as per minute 366

Cllr M Shepherd

- To liaise with Mr Martyn regarding PC document storage as per minute 362

ABM

- Create a new FB account as per minute 352
- Send updated distribution list to Clanpress