

**Minutes of the Communications Committee Meeting held Thursday 29<sup>th</sup> August 2023 at 2.00pm, 7 Centre Vale, Dersingham.**

**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) and Mr Rob Smyth.

1 member of the public

**346 Apologies for Absence**

Apologies were received from Cllr Jordan Stokes and Mr Stephen Martyn.

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

**348 Minutes of the meeting held 29<sup>th</sup> June 2023.**

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

Cllr M Shepherd noted the Terms of Reference approved by Full Council had not been placed on Sharepoint. The ABM said she would update Sharepoint.

**349 Review of the Communications Committee Finances**

Cllr M Shepherd said the advert income was good with only £27.71 needed to reach projected budget figure of £11,000.00. Mrs Scanlon advised she had recently issued invoices to businesses that have advertised and asked if a current bank statement could be provided to establish who had made payment. Cllr M Shepherd advised he would send the statement.

Jo Halpin Jones queried the payment she receives from budget 6020 VV Editor Honorarium. The amount shown allocated on the budget for 2023/24 shows as £1,200.00 however the amount being received monthly is £88.33 which equates to £1059.96 a year. Cllr M Shepherd explained included in the monthly payment was the cost of the Editors Microsoft Licence that is paid for by the Parish Council. After discussion it was agreed the Standing Order for budget 6020 would be amended to reflect the increase to the honorarium agreed whilst setting 2023/24 budgets. Cllr M Shepherd suggested a one off payment be made to date and the standing order be changed for future payments. Cllr C Shepherd said she would calculate the amendments and advise the RFO accordingly.

**350 Village Voice**

**a) Content**

Jo Halpin Jones advised contributions for the next edition of the Village Voice (VV) were coming in slowly, she felt that groups and contributors tend to take the summer off therefore there aren't as many articles.

Cllr C Shepherd asked if there had been any feedback after the concerts held at Sandringham over the August Bank Holiday. Cllr Bubb advised he had spoken with Borough Councillor J Collingham who intended to mention it in the article written by her for the magazine, and advised a meeting is to be arranged in which Borough Councillors, County Councillors, and representative from the Royal Estate would be invited to attend and asked if Cllr C Shepherd would like to attend to represent the Parish Council. The Committee discussed problems highlighted throughout the weekend i.e., parking, pedestrians unable to leave the venue safely, lack of consultation from Heritage Live the organisers. Cllr C Shepherd advised she had

asked for parishioners' comments via a post on Facebook and would include responses in her Chairmans article in the next VV magazine.

b) Advertising

The ABM advised there are new adverts coming in.

Jo Halpin Jones advised there had been no submissions from Sandringham for a while and said she would contact them. Cllr Bubb stated it was information/updates from Sandringham that is needed not marketing.

c) Distribution

The ABM advised there had been a good response from the advert for volunteers to distribute the VV, with another 14 names being added to the list of reserves.

Cllr M Shepherd asked, after a previous discussion with the ABM, if there are any further rounds that needed to be split/amended on Parish Online. The ABM advised one route had been changed and she would contact the distributor to confirm this can be changed on a permanent basis, she will then update Cllr M Shepherd of the outcome. Cllr M Shepherd advised once he had confirmation he would update Parish Online, this will then enable him to close the test layer on Parish Online. Jo Halpin Jones asked if Clanpress had been advised of the changes. The ABM advised she had contacted Clanpress to make the necessary changes.

**351 Website**

Cllr C Shepherd advised there is no update regarding the new website. Cllr M Shepherd asked if Mr Martyn was happy to continue with the website as he submitted his resignation to take affect from December 2022. Cllr C Shepherd said Mr Martyn would maintain the website until a new one was in place.

**352 Facebook**

The BM had advised the ABM, Cllr Stokes had approached her to demonstrate how to use FB, however she had been unable to meet with Cllr Stokes due to prioritising action points generated from both the Environment and Finance Committees. The ABM suggested she creates a secondary FB account under Geri Scanlon to enable Mr Martyn to add her to the administration team on the Parish Council FB page. It was agreed a new account be created solely to access the PC FB page.

**353 Noticeboards**

Cllr C Shepherd advised there was no update.

**354 Correspondence**

None received

Cllr C Shepherd said there are currently 6 vacancies to be a Parish Councillor and thought should be given how new Councillors could be recruited. Jo Halpin Jones suggested a poster/article be written detailing what tasks the Parish Council manage, what is expected from a Councillor etc. Cllr M Shepherd added he would like, as a Parish Council, to engage more with the village. After discussion it was agreed "Parish Council & Public Engagement" be placed on the next agenda.

**355 Items for inclusion on the next agenda**

Parish Council & Public Engagement

**345 Date of next meeting**

Monday 30<sup>th</sup> October 2023, 10am in The Loft, Village Centre

With no further business the meeting was closed at 3.05pm

**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 calculate the honorarium adjustments required to code 6020 as per minute 349.

**Jo Halpin Jones**

- To contact Sandringham Estate regarding their VV submission.

**ABM**

- Create a new FB account as per minute 352