

**Notes of the Communications Committee Meeting held virtually on Wednesday 24 June 2020 at 10:00am.**

**Present:** Cllr C Shepherd (Chairman), Cllr A Bubb, Cllr B Hopkins, Cllr M Noble  
Mr R Smyth, Mr S Martyn and Jo Halpin Jones

**In attendance:** Geraldine Scanlon (Communications Officer).

Actual meeting start time 10.20am

**132. Apologies for absence.**

Cllr D Wright

**133. 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

**134. Minutes of meeting held on 4 March 2020**

**a) To approve minutes**

**It was resolved to approve the minutes as a true and accurate record.**

**b) To consider matters arising.**

Cllr Shepherd advised she had further policies to forward to Mr Martyn for the Parish Council website.

Mr Martyn has been updating the Parish Website with information regarding the Corona virus

There was no update regarding the noticeboards.

Cllr Shepherd asked Cllr Hopkins if he had spoken to the Social Club regarding writing an article for the Village as previously suggested by Cllr Wright. Maybe to explain the current situation of the Club and the way they see things going forward once restrictions have been lifted.

**135 Village Voice**

**a. Current Financial Position**

Cllr Shepherd explained there was no financial report produced by the Clerk as the accounts have yet to be finalised for the previous year. Jo Halpin Jones asked if anyone knew the surplus figure from last year. Cllr Shepherd advised this would be known once the accounts finalised. Jo Halpin Jones advised she had spoken to Mrs Scanlon and regarding the current years advertising there had been around £8000.00 worth of advertising sold and therefore asked if Communication Committee wished for the magazine to run at smaller editions to reduce printing costs or if the Parish Council would be happy to subsidise costs and remain at a 72 page publication. Cllr Shepherd agreed. Cllr Shepherd agreed the publication should remain no larger than the 72-page editions however if content meant a smaller magazine was produced that was fine.

**b. Content**

Cllr Shepherd said the content in the Village Voice 124 was excellent, Jo Halpin Jones agreed that there was more content than originally expected however

due to the shorter period between Village Voice 124 and 125 she felt there may be less content in 125 which may well be a smaller magazine. Although articles are being received.

Cllr Hopkins said that both Jo Halpin Jones and Mrs Scanlon had done an excellent job in putting the magazine together and organising distribution. Jo Halpin Jones thanked Mrs Scanlon for her hard work in producing the magazine. She asked if the dates suggested for the Open Gardens had been confirmed. Cllr Shepherd advised Mrs J Collingham would confirm details when known.

**c. Advertisers & Finance.**

Discussion was had regarding closure of small business in the area, there had been one that had closed however it was felt it had been planned to close prior to the Corona virus lockdown.

Mrs Scanlon advised she had managed to get further advertisers since the last edition of Village Voice and would be continuing to contact others through the next couple of weeks.

**d. Distribution.**

Mrs Scanlon advised the two previous editions of Village Voice had had to be collected by the distributors from the Village Centre, which involved making appointments to avoid people arriving at the same time. She felt this was more time consuming than Cllr Hopkins and herself dropping the magazines to the Distributors. Cllr Shepherd advised Cllr Hopkins and Mrs Scanlon review the situation when the next delivery is due and arrange a delivery system that adheres to Government guidelines.

Cllr Hopkins asked if any distributors had withdrawn from deliveries permanently. Mrs Scanlon advised no one had stated they no longer wish to deliver and was hoping everyone will cover their usual rounds when the next delivery is due.

**136. Website**

Mr Martyn advised he had been made aware by both the Clerk and Cllr Shepherd that the websites now have Accessibility Standards to comply to. This is to ensure anyone with disabilities can access and use the website with ease, this may include voice recognition, large print. Mr Martyn advised he had started to make the necessary changes to website.

The use of the Office landline was discussed. Mrs Scanlon expressed concerns regarding advertisers. Ordinarily if an advertiser had a query they would contact the office and she would be able to deal with the issue, although she had amended documentation to show the office mobile number some had still attempted contact via the landline. She asked if the diversion could be removed during the time she was in the office and put back when she left. Cllr Noble explained it is an easy process that involved a code being keyed in to remove the divert and another to reinstate it. Cllr Shepherd felt it was a matter to be discussed by Staffing Committee.

**137. Correspondence**

None received.

**138. Items for inclusion at the next meeting.**

Cllr Shepherd stated the next agenda would be the usual full agenda to include Facebook, noticeboards etc.

Mr Martyn said there was now a Facebook page that Cllr Stokes was involved with that was very active regarding activity within the village. Cllr Shepherd suggested inviting Cllr Stokes to join the Communications Committee with the view of discussing Facebook.

Cllr Hopkins asked if there was anything that could be done regarding the amount of time spent waiting to join the meeting and the start time of the meeting as the meeting was 20 mins late starting. Cllr Shepherd advised there is a possibility she could use her Zoom account for the next Communications meeting. Jo Halpin Jones explained she had no issues when she had a trial meeting with Cllr Shepherd however through this meeting she had been unable to see others in attendance and could barely hear either.

**139. Date and time of next meeting.**

Wednesday 22 July at 10.00

With no further business the meeting closed at 10.51am