

Minutes of the Communications Meeting held Monday 17th June 2024 at 7.00pm, The Loft, Dersingham Village Centre.

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

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

The meeting started at 7.05pm

- 1 To Elect a Chairman and to sign the Declaration of Acceptance of Office**
Cllr Bubb nominated Cllr C Shepherd. Cllr Stokes seconded the nomination.
It was resolved to approve Cllr C Shepherd as Chairman of the Communications Committee

- 2 To Elect a Vice Chairman and to sign the Declaration of Acceptance of Office**
Cllr C Shepherd nominated Cllr Stokes; Cllr Bubb seconded the nomination.
It was resolved to approve Cllr Stokes as Vice Chairman of the Communications Committee

- 3 Apologies for Absence – Mr Stephen Martyn**

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

- 5 Open meeting to allow public participation – None present.**

- 6 To approve minutes of the Communications Committee meetings held 22nd April 2024.**
It was resolved for the Chairman to sign the minutes as a true and accurate record.

Review of the action points – action points were discussed and those completed removed.
The ABM had contacted two companies regarding the replacement of the Perspex at the library noticeboard, two verbal quotes had been received and she was awaiting a third. Both quotes had been under £50.00. Cllr Bubb showed concern over the thickness of the perspex. The ABM suggested Cllr Bubb meet her at the noticeboard to enable him to advise what was needed. Cllr C Shepherd said the Chairman could authorise the expenditure once it was ascertained what was required.

To Consider any matters arising not shown as agenda items.
There were no matters arising that were not agenda items.

- 7 Review the Committee Terms of Reference (TOR)**
Cllr C Shepherd suggested a sentence be added to the TOR to reflect the committee organising events for the Parish Council. Cllr M Shepherd said number 5 of the Committee responsibilities could be amended to read:
Organisation of any media campaign, events, and public awareness.

It was agreed the TOR would be updated and be recommended to Full Council for adoption.

8 Review of the Communications Committee Finances.

Cllr C Shepherd advised the financial reports had been circulated to committee members, the projected income for the Village Voice for 2024/2024 was £12000.00, the current balance is £12269.94.

Cllr C Shepherd asked if there were any outstanding debtors relating to advertisements. The BM advised there were three and she would contact them as soon as possible.

9 Village Voice

a) Content

Jo Halpin Jones circulated the front cover for the next edition of the Village Voice. Cllr C Shepherd reported Dersingham Parish Council currently has three Councillor vacancies and said she would like to get a recruitment campaign underway to fill the vacancies. The Committee discussed various ideas how to advertise the positions, how to attract a broader age spectrum, how to achieve volunteers with specific skill sets and how many estimated hours volunteers would need to devote to being a Councillor. After discussion it was agreed place a poster/article in the Village Voice, on FaceBook, the Website and the Parish Council noticeboards

b) Advertising

The ABM advised there has been a few new businesses wishing to advertise. Jo Halpin Jones said she had a few businesses she could contact re advertising.

c) Distribution

The ABM advised there was nothing to report regarding the distribution of the VV.

10 Website

Cllr Bubb explained when he attempted to access the new website and a link to the new one was displayed and not the actual website. Cllr M Shepherd explained the old website cannot be officially closed until the ABM has extracted all the necessary documents from it. The ABM said she would work Wednesday to concentrate solely on the website work. Cllr C Shepherd asked what the earliest year was to be worked on. Cllr M Shepherd said documents were needed from 2015 to date. The ABM advised she had done from 2024 backwards and was part way through 2017.

Cllr Bubb asked if the link to explain how to use the interactive maps could be elaborated on to explain to users where the maps can be found. Cllr M Shepherd said, prior to a telephone conversation earlier with Cllr Bubb he had tried to ascertain where the additional wording could go. After discussion Cllr M Shepherd agreed to continue to work on where the additional wording could be displayed.

Cllr M Shepherd said there had been queries received through the "Contact Us" section on the website, some resulting in the parish Council receiving thanks for dealing with the issues. Cllr Bubb suggested the emails of thanks be placed in the Village Voice to highlight to residents the work being carried out by the Parish Council. Jo Halpin Jones agreed, once she receives them, they could be in the next edition.

11 Noticeboards

This item was discussed under agenda item 6 action points

- 12** **Events.**
Cllr C Shepherd reported the 80th Anniversary of D-Day event that took place was a success and advised that in 2025 it is the 80th Anniversary of VE and VJ Days. She said she would like to arrange a big event to celebrate VE Day and suggested local clubs be invited to a working group to discuss how the village as a whole can become involved in celebrating VE Day. Various ideas were discussed but the Committee felt that until the national celebrations/arrangements were announced, little could be done. Cllr C Shepherd suggested the topic be reviewed in September when more information may be available.

- 11** **Correspondence**
None received.

- 12** **Items for inclusion on the next agenda**
None received.

- 13** **Date of next meeting**
19th August 2024 at 7.00pm, the Loft, Dersingham Village Centre

With no further business the meeting was closed at 8.25pm

Action points:

Cllr C Shepherd.

- To update the Committee Terms of Reference for adoption at the next Full Council meeting.

Cllr M Shepherd

- To review the “Interactive Maps” link to include further maps information

ABM

- To meet Cllr Bubb re the Library noticeboard and obtain quotes to replace the perspex on the noticeboard.