

Notes of the Communications Working Party Meeting held on Tuesday 25 July 2017 at 9.30am at Council Offices, Post Office Road, Dersingham

Present: Cllr C Shepherd, Cllr B Hopkins (arrived at 10.47).

In attendance: B/Cllr Bubb, Mr Robert Smyth, Mr Patrick Preston, Mr Stephen Martyn, Sarah Bristow (Clerk) & Geraldine Scanlon (Admin Assistant)

Apologies for absence.

Everyone present.

Cllr Shepherd welcomed Mr Preston who has now been awarded a contract to Edit the Village Voice.

Notes of the Meeting held on the 27 June 2017. These were recorded as being an accurate record.

Village Voice

a. Current Financial Position

The Clerk handed round a Committee Budget Sheet. Everything in order. The Clerk advised that there were no aged debtors.

b. Content

The Clerk advised that she had been checking the Editors email but that this has now been handed over to Mr Preston. The Clerk advised that she had opened and checked prior to handing over and there were one or two articles for the next edition already been sent. Mr Preston asked about copyright as he could not see any disclaimer. After discussion it was agreed that Mr Preston would put a disclaimer to the Editorial review at the back of the book.

c. Advertisers & Finance

The Clerk advised that she had signed up a couple of new ads for the last edition.

Village Voice Live

a) Current financial position

The Clerk advised that all the helpers were now from leave so the thank-you gifts could be purchased.

Cllr Bubb advised that the Dersingham Centre Committee had taken all of the monies for the Last Event, the Quiz and BBQ. The Clerk agreed to hand over the invoice for the room hire for the event to Dersingham Centre Committee.

Data

Cllr Bubb is ready to accept information as soon as necessary for an October publication. Dolphin Graphics to undertake the printing. Mrs Scanlon is to undertake the advertising for this Edition. The Clerk is concerned about the amount of work for Mrs Scanlon and how the Council is going to pay for the extra hours needed. The Clerk does not want it given as toil. Cllr Shepherd asked what happens if a group did not update. The Clerk advised that they are missed out of the magazine and the piece put on the website. The Clerk asked if more maps could be produced. Cllr Bubb advised that he always has more printed and he had worked on the map after the last meeting and was pleased to report that it was now on in A2 Size.

Working Party Terms of Reference

Cllr Shepherd had advised that she had handed round a draft Terms of Reference. Everyone happy with the draft all in favour of Cllr Shepherd taking to Full Council for agreement.

Communication Strategy

Cllr Shepherd advised that she had started by writing down some headings and ways of engaging with the public. There was discussion regarding a possible Council facebook page. Mr Martyn said that it was not as easy as it looks. After discussion it was agreed not to allow comments on the site. Cllr Shepherd considered that a starting point would be a review of existing communications and that she would do this over the summer.

Cllr Hopkins arrives at 10.47.

Website

Mr Martyn advised that he needed to archive some of the agenda and minutes etc. to the archive folder and leave the unapproved and current agendas on the latest page. Cllr Shepherd asked if the contents could be split into year groups. Cllr Shepherd also wished for Mrs Scanlon to learn to undertake the website.

Noticeboards

Nothing had been received regarding the removal of noticeboard on the outside of the recreation fence by the bus stop.

Correspondence

Welcome Pack. The Clerk advised that she had asked for a welcome pack for a new lady who had recently moved to the village. The Clerk said that they are available at the church. The Clerk felt that some people would not attend a church and as such was not delivered as previously. The Clerk felt that the Parish should set up some packs with a welcome address. It was agreed that the matter of welcome packs would be looked at under the communications strategy review.

Items for the Next Meeting.

Same Agenda.

Date of Next Meeting

Tuesday 5 September 2017 at 10:00am at the Parish Office

With no further business the meeting closed at 11:23am.