

Minutes of the Communications Meeting held Monday 21st October 2024 at 7.00pm, The Loft, Dersingham Village Centre.

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

In attendance: Mrs Geraldine Scanlon (Assistant Business Manager (ABM) & Minute taker) and Jo Halpin Jones (Editor).
1 member of the public.

1 Apologies for Absence – Cllr Jordan Stokes and Mr Stephen Martyn

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

3 Open meeting to allow public participation
The meeting was placed in open session at 7.06pm

The parishioner present introduced himself and told the committee he was attending the meeting as he is interested in becoming a Parish Councillor

The meeting was placed in closed session at 7.08pm

4 To approve minutes of the Communications Committee meetings held 19th August 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.

To Consider any matters arising not shown as agenda items.

Cllr C Shepherd said at the last committee meeting under minute 6b an increase to advertising rates, , had been discussed however no decision was made. If there is to be an increase it would have to be considered at the budget setting for the next financial year. Cllr C Shepherd asked Jo Halpin Jones if she could contact Clanpress to see if there will be an increase to the printing costs for the next year.

5 Review of the Communications Committee Finances.

Cllr C Shepherd reported there are no issues with the Committees finances and asked how many more editions remain for 2024/25. Jo Halpin Jones confirmed there were three remaining. Cllr C Shepherd said the last edition will be paid in the 2025/26 financial year. As there are only two editions the Village Voice should be within budget. Cllr Bubb queried why budget line 630 Platinum Jubilee was still on the report. Cllr C Shepherd advised the RFO is unable to remove zero budget lines until it has been zero for 12 months

6 Village Voice
a) Content

Jo Halpin Jones advised there has already been a lot of content received and expected the next edition to be 76 pages.

Cllr C Shepherd asked if any photos of Aurora had been submitted for the magazine. Jo said none had to date but there had been some very good pictures on Facebook. Cllr M Shepherd suggested contacting Cllr Stokes to see if he could obtain some pictures via the Facebook village page. Cllr C Shepherd said she had taken several and would forward some onto Jo and she would ask the Estate if there are any pictures that could be published of aurora over Sandringham House.

Cllr Bubb asked the editor if she would like a competition to put in the magazine. Cllr C Shepherd suggested a quiz. The editor said she would happily use anything submitted.

The editor reported there are three new businesses in the village that have agreed to advertise in the VV, the Coach and Horses, Cheshire and Oldfield Beds and Petals, which is now under new ownership.

b) Advertising

The ABM said several booking forms had been sent out when requested however there is rarely a response or committal to advertise in the magazine. Cllr C Shepherd asked the ABM to ask why businesses do not wish to advertise when making the follow up calls.

The ABM asked if a pull out showing useful numbers would be in an edition of the VV as it has been previously. Cllr M Shepherd said there is information on the new website. After discussion it was agreed that the editor would format a single A4 sheet as an insert.

c) Distribution

Cllr Bubb asked why the distributor delivering to Centre Vale area had not delivered them for over a week after they were delivered to the office. He expressed his concerns that some events are time sensitive and could have been missed due to late delivery of the magazine. The ABM said there was one round that she was aware went out late due to the distributor being on holiday and said she would look into who delivers to the Centre Vale area.

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Website

Cllr M Shepherd said the ABM currently updates agendas and minutes and he updates events and news items.

Cllr C Shepherd said emails are being received through the “contact us” on the new website and asked if the old website was no longer accessible. Cllr M Shepherd said that Parish Online offer a service to maintain the old domain for a fee of £30.00 per year. The old domain would need to be maintained for 3 to 4 years. Cllr M Shepherd proposed the parish council make payment of £30.00 to Parish Online for maintenance of the old website domain. **It was resolved to approve the proposal.**

Cllr Bubb asked if anyone had the ability to maintain the Parish Council IT should anything happen to Cllr M Shepherd. Cllr M Shepherd assured Cllr Bubb that the systems were designed to be resilient, and staff and System 3 can access all relevant information to keep the systems up to date and functioning.

8

Noticeboards

Library Noticeboard

Cllr Bubb suggested he meets the ABM at the library noticeboard Thursday to measure the Perspex.

9 Events

a) Village Voice/Task Force Volunteers Christmas “Thank You”
Cllr Bubb suggested the volunteers be taken to the Coach and Horses. Cllr C Shepherd asked how many volunteers there are. The ABM thought there were around 30 volunteers. Cllr C Shepherd suggested chocolates were purchased as we have done in previous years. It means each volunteer benefits but if a tea party is organised some volunteers are unable to attend. Cllr M Shepherd asked if the chocolates would be purchased using the Chairmans Allowance. Cllr C Shepherd confirmed it would. The editor suggested that the organiser of the Task Force be contacted to find out the number of members so that they could be included.

b) VE Day 2025 event.

Cllr C Shepherd said she felt uneasy organising an event to celebrate the end of a war that ended 50 years ago when there are wars currently taking place in the world. She suggested we review the situation in January. The parishioner present suggested people could hold street parties if they wished however the village does not really lend itself to hold street parties safely.

10 Correspondence

None received.

The ABM asked if the Parish Council are taking part in this year’s Christmas Tree Festival. Cllr C Shepherd said a tree would be purchased.

11 Items for inclusion on the next agenda

Budget Setting

12 Date of next meeting

18th November 2024 at 7.00pm, the Loft, Dersingham Village Centre

With no further business the meeting was closed at 8.30pm

Action points:

Cllr C Shepherd.

- To contact Mr Parsons regarding Sandringham articles for the Village Voice.
- To send aurora pictures to Jo Halpin Jones

Editor

- To contact Mr Wetherall to ascertain how many Task Force volunteers there are.
- To contact Clanpress regarding 2025/26 printing charges.
- To create a Contact Information sheet as an insert for the Village Voice.

Cllr M Shepherd

- To contact Parish Online regarding the maintenance of the old website domain.

ABM

- To meet Cllr Bubb re the Library noticeboard and obtain quotes to replace the perspex on the noticeboard.
- To look into replacement barrel locks for the noticeboard located on Lynn Road