

Minutes of the Communications Meeting held Monday 2nd January 2025 at 11.00am, The Loft, Dersingham Village Centre.

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

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

Jo Halpin Jones said she had spoken to Mr Martyn, and he had asked her to report to the Communication Committee that he wishes to resign from the Committee

- 1 Apologies for Absence – None received**
- 2 Declaration of interest and requests for dispensation in any of the agenda items listed**
- None received
- 3 Open meeting to allow public participation-** No Parishioners present.
- 4 To approve minutes of the Communication Committee meeting held 18th November 2024.**

Cllr C Shepherd asked if the minutes of 21st October 2024 had been approved. The ABM said they remain unauthorised and would add them to the next Communications agenda. It was resolved for the Chairman to sign the minutes as a true and accurate record.

To review any action points

Action points were discussed and those completed removed.

To consider any matters arising not elsewhere on the agenda.

Cllrs discussed the replacement of the noticeboard located at the Spar Shop as opposed to only replacing the cork tiles inside. Cllr Bubb suggested using the Perspex from the Spar notice board to replace that at the library board.

- 5 Review of the Communications Committee Finances.**

Cllr M Shepherd said the finance reports were not available. The RFO does not work Thursday. Cllr C Shepherd said the finances would be reviewed at the next communications committee meeting.

- 6 Village Voice Content**

Jo Halpin Jones advised articles are gradually being received. Cllr C Shepherd asked if an article would be in the next edition showing the Christmas light display at Viceroy Close. Jo Halpin Jones agreed she would source some pictures.

Cllr Bubb asked if Cllr C Shepherd could ask parishioners if they have any concerns, issues, or questions regarding the village in her Chairmans report.

Jo Halpin Jones queried how the Coach and Horses got planning permission for the car park which is not adequate for the venue. She said cars are parking on the road outside which is dangerous. Cllr Bubb said the plans had met the planning requirements.

Jo Halpin Jones asked for clarity regarding the insert that replaced the Dersingham Data with all the local clubs and activities listed, did the Parish Council still want a copy inserted in the Village Voice as done previously. After discussion it was agreed that the same information is held on the Parish Council website and therefore a hard copy may not be necessary, however

a page full of “useful numbers” such as the library, doctor’s surgery, borough councillor contact info, and police contact information would be beneficial.

Advertising

The ABM advised there was nothing to report regarding the advertising,

Distribution

Cllr Bubb advised he had distributed a round that had approximately 20 spare magazines once the round had been completed. The ABM said she would contact the regular distributor to see if this is a regular occurrence.

The ABM said she had received an email from one distributor to notify her that she was unable to continue with her round due to health reasons.

7 Website

Cllr M Shepherd said there was nothing to report regarding the website and advised that the ABM uploads Parish Council agendas and minutes.

Cllr C Shepherd advised there had been several “Contact Us” emails received with a variety of questions and queries. Cllr Bubb asked if a report could be formatted to allow Councillors to see what is received via the “Contact Us” by staff. Cllr C Shepherd said the emails received via “Contact Us” are no different to those the staff receive daily via their BM and ABM email addresses.

8 Noticeboards

Library Noticeboard

This item was discussed under minute 4 – Matters arising

9 Events

VE and VJ Day 2025 Events

Cllr C Shepherd suggested only the beacon be lit to celebrate VE Day with no further event being organised, as there has been no announcement regarding Thursday 8th May 2025 being a Bank Holiday. Councillors discussed options for an event to celebrate VJ Day Friday 15th August 2025. This included a fete being held at the recreation ground, old war films being shown at the centre in the evening, street parties and a car boot sale. Cllr C Shepherd proposed the item be discussed at the next communications committee meeting and a decision made then.

10 Correspondence

None received

Cllr C Shepherd advised, as Mr Martyn had now formally resigned from the committee, she would write to Mr Martyn to thank him for his time and effort.

Jo Halpin Jones asked the ABM if she had scheduled next years deadline dates for the Village Voice. The ABM said she would do so and circulate as soon as possible.

11 Items for inclusion on the next agenda

To approve the minutes of the Communication Committee meeting held 21st October 2024

12 Date of next meeting

Thursday 27th February 2025, 10.00am The Loft, Dersingham Village Centre.

With no further business the meeting closed at 12.17pm

Action points:

Cllr C Shepherd.

- To contact Mr Parsons regarding Sandringham articles for the Village Voice.

Editor

- 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 place the minutes of the Communications meeting held 21st October 2024 on the agenda for approval.
- To contact distributor regarding excess magazines as per minute 6 – Distribution
- Schedule 2025-2026 deadline dates for the Village Voice magazine and circulate to Committee members.