

**Minutes of the Communications Meeting held Tuesday 29<sup>th</sup> April 2025 at 10.00am, 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) and Jo Halpin-Jones (Editor)

- 1 Apologies for Absence** – Rob Smyth (Assistant editor)
- 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 27<sup>th</sup> February 2025.**

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.**

Cllr C Shepherd asked if Sandringham had been submitting articles for the Village Voice (VV) magazine. Jo Halpin-Jones said nothing had been received and she would contact them.

Cllr Bubb said he had installed the new noticeboard at the library however the outside the Spar shop is more difficult to install. Each board needs two keys to be used simultaneously to open them.

Jo Halpin Jones wished to confirm the beacon lighting was to take place 8<sup>th</sup> May 2025 as she hoped to be able to attend to take some pictures. Cllr C Shepherd confirmed the event would start at 9.15pm with the beacon being lit at 9.30pm. Cllr Stokes asked there would be 1945 music playing. Cllr C Shepherd said no as that would mean the Parish Council would have to apply for a TENs licence.

Cllr C Shepherd advised the DVCA had cancelled their celebratory event due to poor ticket sales. Cllr Bubb said a flypast had been arranged to go over the Woottons in King's Lynn.

**5 Review of the Communications Committee Finances.**

Cllr C Shepherd said the Financial Budget Control had been circulated.

Cllr Bubb asked is the surplus money in the Advertisement Village Voice would effectively roll over into 2025-26. Cllr C Shepherd said it would go into General Funds. Cllr M Shepherd said the only budget code specifically requested to be carry forward into next year at the time of budget setting was code 6025 Public Noticeboards. All other surplus will go into General Funds.

**Spending Plans**

Cllr C Shepherd said with regards to "Spending Plans" she had considered a Parish Council noticeboard could be purchased from General Funds and located at the Village Centre. Discussion was had about where the noticeboard could be positioned, Cllr M Shepherd said wall mounting it should not be considered as it will leave the cladding with too many holes in it. Cllr C Shepherd said a good quality board would cost between £600 and £700 plus the

cost of installation and there suggested £1000.00 be requested from General Funds and authorised by Full Council. Two noticeboards have already been purchased to replace one at the library and the other at the Spar. Cllr Bubb advised he would try and salvage a lock from an old board and try to replace the lock on the noticeboard on Lynn Road opposite Co-op.

## **6 Village Voice Content**

Cllr C Shepherd asked if there would be time to put an article in this edition for the VE Day celebrations. Jo Halpin Jones said this edition would be sent to Clanpress Monday 12<sup>th</sup> May so there would be time.

Cllr Bubb advised this edition would be the last time he will write the Walking Group article and that he is yet to find a replacement. Jo Halpin Jones said she would write something in her Editors notes to see she could get a volunteer.

Jo Halpin Jones said she had received a letter from a Parishioner voicing his outrage at the post office being closed. He had also written a letter of complaint to the Post Office. A response had been received to his complaint, but Jo Halpin Jones said she was undecided if the article was suitable for this edition of the VV as the post office has been closed for four weeks and, unfortunately the letters will not change the circumstances. Cllr C Shepherd said the post office premises are now closed and the postmaster has now found new employment. Jo Halpin Jones asked if anything had been confirmed if a mobile post office would visit Dersingham. Cllr C Shepherd said there had been no confirmation, but she would contact the post office although there were 3 candidates who had expressed an interest in taking over the service. Cllr M Shepherd said the Post Office website had been updated and the times of the mobile van has been extended in various locations.

Cllr Bubb said he had along with the other Borough Councillor, donated £500.00 from their members fund to the Dersingham Sports Ground Association for a new rotary lawn mower and suggested a photo and small article may be available for the VV.

Jo Halpin Jones suggested a succession plan should be considered to replace her as Editor. Cllr C Shepherd said she had someone in mind as a replacement however they may not be available.

Publisher will cease to be operational after October 2026 ad Microsoft 365 will no longer support it so Jo Halpin Jones has been investigating replacements.

### **Advertising**

The Assistant Business Manager (ABM) said there have been 7-10 businesses that have confirmed they no longer wish to advertise. There are a few that have decided to not renew for the full year however there have been new business approaching us to advertise.

### **Distribution**

The ABM said there was no update concerning distribution.

Jo Halpin Jones asked if there was a list of reserve distributors. The ABM confirmed there isa list.

Cllr M Shepherd asked if any plotted areas of distribution on Parish Online had been amended or updated. The ABM said there had been no change.

## **7 Website**

Cllr M Shepherd said Cllr Stokes had approached him after the Full Council meeting on 28<sup>th</sup> April to ask if there was a page for events on the parish website. Cllr M Shepherd said there

is a page however, as it was not easy to maintain and it had been hidden. Parish Online have recently done an update which has made the page visible again.

Cllr Bubb said he had looked at the website and was unable to see both Shut Up Common and Open Common boundaries on the interactive maps. Cllr M Shepherd said he had checked, and they are shown on the maps.

## **8 Noticeboards**

### **Library Noticeboard**

Cllr C Shepherd said this item had been covered previously in minute 4 – Matters arising.

## **9 Events**

### **VJ Day 2025**

Cllr C Shepherd said the event taking place for VE Day on the 8<sup>th</sup> May is confirmed however VJ day is still to be organised. Committee discussed various possible events it was agreed that the Parish Council could possibly host a film night with a buffet to follow. A booking system will be put in place to manage the volume of people wishing to attend, which will be managed by the ABM.

## **10 Correspondence**

None received

## **11 Items for inclusion on the next agenda**

VJ Day

## **12 Date of next meeting**

Thursday 26<sup>th</sup> June 2025, 2.00pm The Loft, Dersingham Village Centre.

With no further business the meeting closed at 8.35pm

## **Action points:**

### **Editor**

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