

Minutes of the Communications Meeting held Thursday 18th December 2025 at 2.00pm in the Loft, Dersingham Village Centre.

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

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

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 the minutes of the Communications Committee meeting held 30th October 2025**

It was resolved for the Chairman to sign the minutes as a true and accurate record.

To review any action points.

The action points were reviewed and those completed were removed.

Cllr Bubb had raised the issue of an article with Dersingham United Charities (DUC) regarding this as per the action points.

To consider matters arising - None

5. **Review of the Communications Committee Finances and Spending Plans.**

Cllr C Shepherd advised there were no issues with the committee finances.

Jo Halpin Jones said she would contact the owners of Biagio's to enquire if they wish to place an advert in the Village Voice (VV).

6. **Budget Setting.**

Jo Halpin Jones reported she had contacted Clanpress regarding any potential price increase for 2026/27, they had confirmed there would be a price increase. Cllr C Shepherd advised this would not affect the allowed provision within budget proposed for the next financial year.

Cllr C Shepherd proposed agenda item 10 be brought forward.

Cllr C Shepherd advised that an email had been received from a parishioner enquiring about the Editor position but unfortunately, once the position had been explained in more detail, the parishioner said that she had misunderstood the role and did not wish to take it further. role. Jo Halpin Jones said she would write a more detailed article for the next edition of the VV of what the role entails. She explained she would be willing to mentor someone, but the last edition of 2025/26 will be her final edition.

A discussion was had regarding a replacement software when Microsoft publisher is no longer supported. Cllr M Shepherd advised he had started to research alternative packages and said the matter is ongoing.

Budget line 6020 Village Voice Editor Honorarium was discussed at length. Committee members agreed an amount for the 2026/27 budget. The budget line 6020 will be renamed

as “Production Costs” to enable the honorarium to be covered along with any further expenses.

7. Village Voice Content

Jo Halpin Jones expressed concerns regarding the Evolution article in the previous VV and after discussion it was agreed that the second part would be edited and published, however, a disclaimer would accompany the article to reiterate that the opinion’s given are that of the Author and not the Parish Council.

Jo Halpin Jones said she would do an article “Dersingham at Christmas” showing the lights displayed at Viceroy Close and an article for the “Christmas Tree Festival”

Cllr C Shepherd said her third and final article relating to the veterans’ names displayed at Dersingham War Memorial is almost completed.

Advertising

The ABM said there was nothing to report regarding advertising.

Distribution

The ABM said there are currently no issues relating to distribution.

8. Website

Cllr M Shepherd advised there were no updates regarding the website.

9. Noticeboards

The ABM advised one lock on the noticeboard located near the pedestrian crossing on Lynn Road is broken. Cllr C Shepherd suggested replacing the noticeboard if one can be found that can be mounted on the existing posts.

10. Editor Update

This item is covered under minute number 6.

11. Correspondence

None received

12. Items for inclusion on the next agenda

Village map

13. Date of next meeting

26th February 2026 at 2.00pm, The Loft.

With no further business the meeting closed at 3.11 pm

Action points:

Editor

- To create an article “Dersingham at Christmas”
- To do an article on “The Christmas Tree Festival” held at St Nicholas Church
- To write an article detailing the Editor’s role.
- To contact Biagio’s to see if they wish to advertise in the VV

Cllr C Shepherd

- To contact Sandringham Estate regarding articles for the Village Voice
- To obtain prices for a new noticeboard to be located at the village centre and to report them to the Finance & Admin Committee as part of the Communication Committee spending plans. Once discussed at F&A, Cllr C Shepherd will then seek approval from Full Council for the funding to come from the project reserves.

Cllr M Shepherd

- To register with Google Analytics

RFO

- To change budget line 6020 from Village Voice Editor Honorarium to Production Costs.