

Minutes of the Communications Committee Meeting held Thursday 12th January 2023 at 6.00pm, The Loft, Dersingham Centre.

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

In attendance: Mr Stephen Martyn (Website), Jo Halpin Jones (Editor) and Mrs Geraldine Scanlon (Assistant Business Manager & Minute taker).

295 Apologies for Absence

Apologies were received from Cllrs Robert Anderson, Martin Noble and Mr Rob Smyth.

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

297 Minutes of the meeting held 7th November 2022.

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

Action points

Jo Halpin Jones

- To contact Clanpress to discuss the possibility of using 60gsm silk paper for the Village Voice

Clanpress had been contacted and advised they are unable to print using 60gsm silk paper.

298 Village Voice

a) Current Financial Position

Cllr C Shepherd stated the Chairman of the Finance & Administration Committee had raised some queries regarding the proposed budget figures for 2023/24 as follows:
The proposed amount for code 605 Advertisement Village Voice income for 2023/24 was this sufficient? Committee agreed the proposed budget remains £11,000.00 for 2023/24.

Code 6005 Village Voice proposed amount. Committee agreed the proposed budget remains £15,000.00 for 2023/24.

Code 6030 Website proposed amount. Committee agreed the proposed budget remains at £600.00 for 2023/24.

b) Content

Jo Halpin Jones stated it had previously been agreed by the Committee that advertorials would be accepted if the business paid for an advert to accompany the article, however two businesses had submitted articles/advertorials which she felt had interesting content offering educational services to the community and asked if these could be published without the advert charge being implemented. After discussion it was agreed that any advertorial received must be accompanied with a paid advert.

c) Advertising

Cllr C Shepherd said she had circulated a spreadsheet prior to the meeting showing the proposed price increase for the adverts for 2023/24. The following increases were approved.

Eighth page £22.50 to £25.00

Quarter page £34.20 to £38.00

Half page £66.00 to £75.00

Full page £132.00 to £140.00

All price increases are shown at the gross price.

Jo Halpin Jones advised she had spoken briefly with Mrs Scanlon regarding the next years advertising and agreed to contact businesses late March 2023.

d) Distribution

Mrs Scanlon reported she had been approached by one distributor regarding the size of the round they deliver, requesting the round be split into two and said she will look into how the round can be changed. Cllr Bubb asked if the distributors could be asked to report any defects they see whilst delivering the magazine. Cllr C Shepherd stated if any defects are seen they are to be reported to Norfolk County Council and not the Parish Council.

- 299 Memorial to the late Queen**
Cllr C Shepherd asked for ideas/ suggestions from the committee for a memorial to the late Queen. The following were proposed the Queen Elizabeth II Jubilee Hall be renamed to Queen Elizabeth Memorial Hall, something could be placed at the War Memorial and a prize to be awarded yearly to a pupil from the local school. After discussion it was proposed that a book to the value of £25.00 would be awarded yearly. With the possibility of it being presented by a Councillor and a picture entered in the Village Voice magazine. Cllr C Shepherd is to contact the school to discuss the proposal.

- 300 Coronation Events**
Cllr C Shepherd reported there had been two meetings that had been attended by various groups in the village and advised of the following events.
Saturday 6th May 2023 DVCA Dinner Dance
Sunday 7th May 2023 Sports for All – A chance for people to enjoy a variety of sports at the Sports Ground followed by a barbecue and a band.
Saturday 6th May up to and including Monday 8th May 2023 Dersingham Parish Council Village Trail.
Saturday 13th May 2023 Charity event on the recreation run by Cllr Brundle and Mr K Green
Jo Halpin Jones advised she had placed an advert in the Village Voice asking for a volunteer to run this year's Open Gardens event.

- 301 Local Maps**
Cllr Bubb stated previously when the Dersingham Data had been delivered a copy of the village map would be distributed too and asked if, as it has not been done for some time, an updated map could be printed and delivered to residents. Cllr C Shepherd advised current maps can be viewed on Parish Online, which show dog bins, defibs, bus stops etc. After discussion it was agreed for Jo Halpin Jones to write an article for the village voice advising copies of Dersingham village maps can be obtained from the Parish Council office.

- 302 Website**
Cllr C Shepherd reported she had investigated various options to replace the existing Parish Council website, considering the requirements needed, ease of use, companies that currently deal with Parish Councils and costings. Those reviewed included NALC, Parish Online, Suffolk Cloud and Hugo Fox. Committee members discussed all options and agreed the Parish Council would use the Hugo Fox template with a setup fee of £399 and a monthly payment of £29.99 which includes online support.

- 303 Facebook**

Mr Martyn advised he would issue instructions on the procedures to become an administrator on the Parish Council Facebook page and said he needed the Business Manager to send a friend request to him to enable her to be added to the administration team.

304 Noticeboards

Cllr C Shepherd stated she had measured the noticeboard sited at the co-op and had researched replacements boards. Jo Halpin Jones asked if Mr Signs had been contacted for a quote. Cllr C Shepherd agreed to contact Mr Signs and would report the outcome at the next Committee meeting.

305 Correspondence – None received

306 Items for inclusion on the next agenda

Finances

307 Date of next meeting

Thursday 2nd March 2023, 6.00pm in The Loft.

With no further business the meeting closed at 7.05pm

Action points:

Cllr C Shepherd.

- To contact Mr Signs regarding replacement noticeboard for co-op.
- To contact the local school regarding the Queens Memorial prize.
- To contact Hugo Fox regarding the new Parish Council website

Jo Halpin Jones

- To liaise with Mrs Scanlon regarding next years Village Voice deadline dates
- To liaise with Mrs Scanlon regarding 2023/24 advertising

Assistant Business Manager

- To ask distributors of the Village Voice to report any defects around the village to Norfolk County Council

Business Manager

- To send friend request to Mr Martyn to enable him to add the BM to the administration team for the Parish Council Facebook page.