

**Minutes of the Communications Committee Meeting held Thursday 29th June 2023 at 6.00pm,
The Loft, Dersingham Centre.**

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

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

- 332 To Elect a Chairman and to sign the Declaration of Acceptance of Office**
Cllr Bubb nominated Cllr C Shepherd. Cllr Stokes seconded the nomination.
It was resolved to approve Cllr C Shepherd as Chairman of the Communications Committee
- 333 To Elect a Vice Chairman and to sign the Declaration of Acceptance of Office**
Cllr C Shepherd nominated Cllr Bubb, Cllr Stokes seconded the nomination.
It was resolved to approve Cllr Bubb as Vice Chairman of the Communications Committee
- 334 Apologies for Absence**
Apologies were received from Mr Stephen Martyn and Mr Rob Smyth.
- 335 Declaration of interest and requests for dispensation in any of the agenda items listed - None received.**
- 336 Minutes of the meeting held 27th April 2023.**
It was resolved for the Chairman to sign the minutes as a true and accurate record after the following amendment was made.
Minute number 323, last paragraph to change Cllr Wild to James Wild.
Jo Halpin Jones advised she had not yet contacted James Wild as per minute 323 but will do so.
The action points were discussed Cllr C Shepherd advised there were no updates regarding the Contacting Mr Signs re noticeboards or contacting Hugo Fox.
Action point – To contact local school regarding the Queens Memorial prize – Cllr C Shepherd reported a change in circumstance, Full Council have agreed to award the local school with a £1000.00 grant to assist in purchasing books for the newly built library. Cllr Bubb suggested the Chairman contact the school to arrange a picture of the donation being presented for the VV. Cllr Stokes said the school is holding its summer fete Thursday 6th July and suggested the presentation could take place then. Cllr C Shepherd advised she would contact the school.
- 337 Review of the Committee Terms of Reference**
Committee members discussed the Terms of Reference with the following amendments to be made.
To add to item 1 at the end of the last sentence “and budgeted precept contribution”.
Third paragraph to read - At its first meeting after the Parish Council’s annual meeting the Committee should plan a programme of meetings for the rest of the financial year.”

It was resolved to recommend the amended Terms of Reference to Full Council for Adoption.

- 338 Review of the Communications Committee Finances**
Cllr M Shepherd stated that the projected amount for income code 605 Advertising Village Voice had almost been achieved. Jo Halpin Jones advised there had been more new advertisers for the current edition of the VV and thought the target would now have been achieved.
Cllr Bubb asked if budget line 630 Platinum Jubilee could be removed. Cllr M Shepherd advised it could be renamed but not removed.
Jo Halpin Jones queried the amount shown in budget line 6020 VV Editor Honorarium of £1,200.00 as she only receives £1,000.00 per year. Cllr M Shepherd suggested the remaining £200.00 was the money allocated to pay for the Microsoft Licence Jo Halpin Jones used to enable her to carry out the Editors role. After discussion it was agreed Jo Halpin Jones would investigate who currently pays for the Microsoft Licence and update Cllr C Shepherd.

- 339 Village Voice**
a) Content
Jo Halpin Jones advised she had written an article reporting the current situation on the possible closure of the post office and advised the Postmaster and his wife are checking it to ensure the details are correct and said there is a petition to sign. Paper copies can be found at the post office and the Spar shop, there is also an online version which can be signed up to 7th August 2023. Jo Halpin Jones is to supply the ABM with posters for the noticeboards, notifying where the petition can be found. Cllr C Shepherd reported she has been corresponding with the Royal Mail Senior Public Affairs Manager but had received a generic response which did not answer the points she had raised; she will contact him again. Cllr Bubb suggested either a tear out page or an insert be included in the next edition of VV so people could submit their signature if they are unable to attend the venues where the petitions are held. This was discussed but felt that it would not be practical.
- b) Advertising
This item was covered in Minute 339 (a)
- c) Distribution
The ABM reported one distributor had requested their round be split in half, and thanked Cllr M Shepherd for his help in achieving this. There have been some distributors that have advised the ABM that they will no longer be able to do deliveries, so more volunteers are needed. Jo Halpin Jones advised she would do a poster requesting volunteers for the next edition of VV and forward to the ABM for the noticeboards.

- 340 Website**
Cllr C Shepherd advised there is no update regarding the new website. Cllr M Shepherd asked if the new website would be a hosted service or a website created by the PC. Cllr C Shepherd stated it had already been agreed by the Committee to use Hugo Fox for the new website.

- 341 Facebook**
The ABM said she had spoken with the BM and it appears she now has access to the PC Facebook page, however the BM was unsure how to post information. Cllr Stokes agreed to meet with the BM to discuss how to update/use Facebook.
- 342 Noticeboards**
Cllr C Shepherd advised there was no update.
- 343 Correspondence**
None received
- 344 Items for inclusion on the next agenda**
Parish Council & Public Engagement
Cllr Bubb said he had previously requested “new village maps” to be placed as agenda item. The ABM advised it was an agenda item for the 12th January 2023 and it was agreed current maps can be viewed on Parish Online, which show dog bins, defibs, bus stops etc and Jo Halpin Jones was to write an article for the village voice advising copies of Dersingham village maps can be obtained from the Parish Council office.
- 345 Date of next meeting**
Tuesday 29th August 2023, 2pm in The Loft

The meeting was placed in closed session at 7.00pm

With no further business the meeting was closed at 7.07pm

Action points:

Cllr C Shepherd.

- To contact Mr Signs regarding replacement noticeboard for co-op.
- To contact Hugo Fox regarding the new Parish Council website
- Contact the local school regarding the presentation of the £1000.00 grant agreed by Full Council for the VV
- To present the amended Terms of Reference to Full Council for readoption

Jo Halpin Jones

- To check who is making payment for the Editors Microsoft Licence.
- To give the ABM posters regarding the Post Office petition and for volunteers to distribute VV