

Notes of the Communications Working Party Meeting held on Tuesday 4 September 2018 at 10:00am at Council Offices, Post Office Road, Dersingham

Present: Cllr C Shepherd, Cllr A Bubb, Mr S Martyn & Mr Symth

In attendance: Sarah Bristow (Clerk) & Geraldine Scanlon (Admin Assistant).

Apologies for absence.

Everyone present.

Notes of the Meeting held on the 4 July 2018. These were recorded as being accurate record and duly signed by Cllr Shepherd.

Matters Arising

Nothing that is not on the current agenda.

Village Voice

a. Editor

Cllr Shepherd asked if an advert was needed to go into the next edition of the voice to advertise for a new Editor. Cllr Bubb advised that he felt that it was too early as he was prepared to undertake the rest of this financial year's editions. Cllr Bubb said that people forget and take up different things if they cannot take over straightaway. It was agreed to advertise for a new editor in the New Year.

b. Current Financial Position

The Clerk handed round a Committee Budget Sheet, the Clerk advised that there were couple of payments outstanding and would inform them of the recommendation to Council of putting the matter in the hands of the small claims court.

c. Content

Cllr Bubb advised that the chase email had been sent and usually this gets the articles coming in. Cllr Bubb advised that the mini data would be going in the middle pages. Mrs Scanlon is going to undertake a What's On page for the next edition.

d. Advertisers & Finance

Cllr Shepherd said that the figures showed that the advertising is down. The Clerk advised that there has been several people retire this year or they are too busy and do not need any new business. The Clerk advised that the Council always subsidised the magazine up to a few years ago and Cllr Payne advised that the Magazine is the flagship for the Council and the Council would choose to subsidise than stop publication. The Clerk agreed to go through other local publications and contact the ones who were not advertising in Village Voice to see why. The Clerk advised that she needed to ring all advertisers that only pay and go in edition by edition.

e. Distribution

Cllr Shepherd asked Mrs Scanlon if there enough people undertaking the distribution. Mrs Scanlon advised that it was fine and just enough to cover at this present time and as long as Cllr Shepherd and Cllr Bubb could pick up as cover it should be manageable. Cllr Bubb felt that it would be nice to have one or two spared and asked Mrs Scanlon to put the advert back in for the next edition. Cllr Bubb advised that he would like to offer the magazine to Ingoldisthorpe as after May he would be covering them with the Boundary changes. The Clerk advised that this has been asked of Ingoldisthorpe Parish Council before and they were not interested. Cllr Bubb said that was a while ago and there are some new faces now. Cllr Bubb said that we would not need to print many more because the majority of the shop

copies went to Ingoldisthorpe. The meeting agreed for Cllr Bubb to ask Ingoldisthorpe if they wish to pay and have a few pages for their news in the magazine.

Village Voice Live

Cllr Bubb advised that he had agreed to organise Village Voice Live for the DVCA. This would now take place on the 2nd Tuesday of the month and there was an increase in the cost and would now be £5.00. Cllr Bubb said that due to any possible delay there might be with the hall the first one is booked for 2nd November which is a quiz so can be easily cancelled if necessary. Cllr Bubb advised that he had Rachel Williams booked for December with the Secrets of the Town Hall and the first lady Mayor. Nothing is booked for January and Jim Scott from the RSPB Snettisham Reserve is booked for February.

Cllr Bubb asked if it was ok for them to have the back page as usual to advertise Village Voice Live as previously. This was agreed.

Communication Strategy

Cllr Shepherd advised that nothing had been achieved on this at present.

Website

The Clerk advised that the website was totally up to date. Cllr Martyn advised that he needed to move documents around to the archive section. The Clerk advised that she still had the policies to get up and would be addressing this now the hall should be winding down. The Clerk also agreed to get the publication scheme updated and on the agenda for the end of the month.

Mr Martyn advised that all serious website should be encrypted to make sure they are secure and Gmail are asking for a payment of around £200 to be used with Chrome. Mr Martyn advised that he had found a free programme to do the same job and had it on trial at this present time and if it proved ok then he would roll it out to the Parish Website. If not then the Council will need to pay for a programme to make sure the website is secure.

Social Media

Facebook. Cllr Shepherd said that the Clerk had put one or two pieces on the site. The Clerk said that with the summer recess there has not been much to put on the site.

Mr Martyn said that she had look into the information regarding the smart phone app and said that it might be necessary for the future but at this time he did not think it was necessary and could not find a price for the app.

Noticeboards

Cllr Shepherd said that a new noticeboard would be required at the new Village Centre but where to put on the centre wall or by the pavement. This to be discussed further when access to the hall is more readily available. Mr Martyn advised that he would like an up to dated meeting list for the website. The Clerk advised that until the Council decide if they were going to run a one meeting and committee system or a two-meeting system.

Correspondence

None received

Items for the Next Meeting.

Usual agenda minus Village Voice Live.

Date of Next Meeting

Tuesday 30 October 2018 at 10:00am at the Parish Office at Dersingham Centre.

With no further business the meeting closed at 11:20am