

Minutes of the Communications Working Group Meeting held Wednesday 28th February 2024 at 6.30pm, The Garden Room, 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) Jo Halpin Jones (Editor (Left 7.00pm)), Mr Stephen Martyn (Website (Left 7.05pm)) and Rob Smyth.

- 1 Apologies for Absence – All members present**
- 2 Declaration of interest and requests for dispensation in any of the agenda items listed - None received.**
- 3 Open meeting to allow public participation – None present.**
- 4 To approve minutes of the Communications Committee meetings held 3rd January 2024.**
It was resolved for the Chairman to sign the minutes as a true and accurate record.

Review of the action points – action points were discussed and those completed removed.

To Consider any matters arising not shown as agenda items.
There were no matters arising that were not agenda items.

- 5 Review of the Communications Committee Finances.**
Cllr C Shepherd advised the financial reports had been circulated to committee members. Mr Smyth queried the decrease in the precept by £550.00. Cllr M Shepherd explained the income and expenditure had to balance, therefore due to an increase in code 605 Advertisement for Village Voice a decrease was made on the code 620 Precept.

- 6 Village Voice**
 - a) Content**
Jo Halpin Jones said she had not yet decided on the front cover for the next edition and suggested a picture of James Wild MP at the local school with some of children when he visited to discuss climate change could be used.
Cllr Bubb asked if Mr Rossiter had been in touch regarding his imminent retirement. Jo Halpin Jones advised she had received nothing to date.

- b) Advertising**
Jo Halpin Jones said there are still new requests for advertising.

- c) Distribution**
The ABM advised there was nothing to report regarding the distribution of the VV

- 7 Website**
Jo Halpin Jones informed the meeting she had been unable to find an interesting vista landscape that could be used for the Home Page on the new website. Cllr M Shepherd advised the aerial view of Dersingham, taken a few years ago, is currently on the Home Page, however the resolution on the version used is low. Mr Martyn said he would

Speak to a gentleman that owns a drone to see if he would be prepared to retake the aerial shot of Dersingham. Cllr Bubb and Mr Martyn thought they may have higher resolution versions of the aerial photo.

Cllr C Shepherd said Jo Halpin Jones had revised both the letter and booking form for 2024/25 advertising year and asked the committee to submit any comments/alterations to the ABM or Jo.

Cllr M Shepherd asked Jo Halpin Jones if she would be prepared to take the Councillors and Staff photos for the new website. Jo Halpin Jones agreed to take the photos at the next Full Council meeting.

Mr Martyn asked if there was a draft version of the website available. Cllr M Shepherd advised the draft version is currently hidden from search engines but would make it available to him. Cllr M Shepherd and advised the gov.uk emails are now available.

Cllr C Shepherd said she wants to prepare and gather information for the website regarding Operation Menai Bridge. Mr Martyn said he would forward the information previously used for Operation London Bridge to Cllr C Shepherd. Cllr Bubb advised King Charles III had attended a concert in Dersingham Church and would see if he had any photos.

8 Facebook

The ABM reported there was no update regarding this item.

9 Noticeboards

Cllr C Shepherd reminded the committee that at the previous Communications meeting it had been agreed to purchase a new noticeboard to be located at the Co-op, Full Council have since approved the purchase and a contractor has been approached to install the noticeboard and to replace the legs on the noticeboard located near the pedestrian crossing on Lynn Road. The contractor requested, rather than invoicing for the work to be carried out, he be permitted to have two half page adverts in the Village Voice. The RFO has been consulted and a workaround can be achieved. Cllr C Shepherd proposed the contractor be permitted to have 2 half page adverts. **It was resolved to approve the proposal**

Cllr Bubb advised the Perspex on the noticeboard at the library is becoming opaque as it faces south and suggested looking into replacing it. Cllr C Shepherd suggested the item be placed on the next agenda.

10 6th June 2024 80th Anniversary of D-Day.

Cllr C Shepherd reported the Fish & Chip Supper along with the beacon lighting will take place and Tropics have confirmed they are happy to attend the event. She suggested a poster be created as soon as possible to enable it to go into the next edition of Village Voice. Cllr Bubb agreed to create the poster.

Cllr C Shepherd stated volunteers would be needed to do the lighting of the beacon and she would approach DVCA to ask if they would be willing to run a bar on the night.

11 Correspondence

None received.

12 Items for inclusion on the next agenda

Library noticeboard

13 Date of next meeting

22nd April 2024 at 7.00pm The Loft, Dersingham Village Centre

With no further business the meeting was closed at 7.30pm

Action points:

ABM

- Create a new FB account as per minute 352

Cllr C Shepherd.

- To look at resiting the small noticeboards opposite the Co-op on Lynn Road

Cllr Bubb

- Locate pictures of King Charles III at a church concert
- Create a poster for the Fish & Chip Supper

Mr Martyn

- To contact parishioner regarding taking a new aerial picture of the village.
- To forward information used on the Parish Council website relating to Operation London Bridge to Cllr C Shepherd.

Jo Halpin Jones

- To take Councillor/Staff photos for the new website.