

Minutes of the Communications Working Group Meeting held Tuesday 3rd January 2024 at 6.30pm, The Loft, Dersingham Village Centre.

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

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

Cllr C Shepherd advised as the agenda had not been circulated in time the meeting would take place as a working group and any decisions made regarding finances would have to be authorised by Full Council.

- 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:**
 - a) 30th October 2023**
It was resolved for the Chairman to sign the minutes as a true and accurate record.
 - b) 14th November 2023**
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.

Cllr C Shepherd advised, as Mr Martyn had requested to leave the meeting early, agenda item 7 would be brought forward for discussion.

- 5 Review of the Communications Committee Finances.**

Cllr C Shepherd advised the relevant financial reports had been circulated on SharePoint. The ABM advised she had also attached the document along with the agenda for the non-Councillors of the committee.

Cllr M Shepherd suggested the surplus from budget 605 Advertisement Village Voice could be used to pay for the new website. Cllr Bubb advised; in previous years the surplus has been carried over into the next financial year.
- 6 Village Voice**
 - a) Content**

Jo Halpin Jones handed round a copy of the next VV front page, which is linked to an article written by a contributor.

A reminder had been sent to contributors and many of the regular articles are yet to be received.
 - b) Advertising**

Jo Halpin Jones said a few requests to advertise are still being received, which is to be expected at this stage of the year.

c)

Distribution

the ABM advised there was nothing to report regarding the distribution of the VV

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Website

Cllr C Shepherd advised that it had been agreed at the Full Council meeting on 18th December 2023 that the new website would be provided by Parish Online.

Cllr M Shepherd stated the new website would provide agov.uk domain. Mr Martyn said the current domain will remain live for some time, if not indefinitely, with a redirect to the new domain.

Parish Online have requested information required to progress the website.

Committee discussed the domain name. It was agreed to use dersinghampc.gov.uk as the new domain name.

Cllr M Shepherd thanked Mr Martyn for the amount of work he had done on the current document archive and stated he would meet with the ABM to discuss what is needed to commence work on renaming etc of the documents held on the current website.

Cllr C Shepherd advised the current website holds data from 2015 to date. Information up to 2004 is held in Dersingham library, discussion was had regarding scanning the information held at the library however general opinion was, as it would be a big task, to discuss and consider the idea once the work has been completed on the new website.

Cllr C Shepherd said a primary colour needed to be agreed to the new website. It was agreed the colour would remain the same as the current website and Mr Martyn would advise Cllr M Shepherd of the colour parameters currently being used.

Cllr C Shepherd asked if anyone could suggest or supply an image that could be used as the header image on the new website. Various options were discussed, Jo Halpin-Jones suggested, if a photo is to be taken it would be best taken in the spring when plants, trees etc are in blossom.

Cllr C Shepherd advised the new website would have identification pictures of both Councillors and Staff and asked Jo Halpin Jones if she would be prepared to take the photos, and Jo Halpin Jones agreed.

Cllr Bubb asked, once the website is ready for roll out would it be reviewed by a non-Parish Council individual. Cllr M Shepherd said the prototype could be emailed to Councillors for review.

Cllr Bubb requested current information be displayed on the website that is relevant to the village i.e bin collection dates, number for the doctors, dentist, Borough Council (BC), Norfolk County Council (NCC). Cllr M Shepherd said it is possible to have an information section that deals with village contacts and what services are dealt with by BC, NCC and PC.

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Facebook

The ABM advised she had a new email to enable her to create a new profile to access Facebook for the PC, however when she had tried to create the profile it had lost her personal profile. Cllr Stokes suggested logging out completely from the personal account to create the new profile.

9

Noticeboards

Cllr C Shepherd advised she and the ABM had been to look at the noticeboards.

The board located at the Spar shop needs the cork replacing on the inside, the Range sell a box of cork noticeboard tiles, which Cllr C Shepherd advised she would purchase.

The board opposite co-op needs both legs replacing as both are rotten, they have been concreted in. Cllr Bubb suggested that, if the board opposite displays the same

information as the one located at the co-op, it be moved elsewhere in the village and suggested placing it by the bench near the substation or by the Station as there is a lot of foot fall there since the new footpath has been opened. Cllr C Shepherd agreed to look at both options and report back to the committee.

The large board located at the Co-op needs to be replaced, the current board is mounted on a metal frame, is hinged at the top and hold 18 A4 (portrait) pages. Cllr C Shepherd advised she had looked online and a plain anodised board that had two doors opening from the centre of the noticeboard was £890.00 and a similar board with blue framework was £1063.00. After discussion it was agreed for Cllr C Shepherd to request authorisation by Full Council to purchase a plain anodised noticeboard at a cost of £890.00 and to obtain costings for the installation of the new board which will also need approval by Full Council.

Cllr Bubb suggested contacting the Co-op for agreement to replace the noticeboard.

10 Parish Council & Public Engagement

Cllr M Shepherd advised there is no progression on this agenda item.

11 6th June 2024 80th Anniversary of D-Day possible purchase of Tommy Statue

Cllr C Shepherd advised there is no progression on this agenda item.

12 Correspondence

Cllr C Shepherd advised the new deadline dates for 2024/25 Village Voice had been circulated by the ABM

13 Items for inclusion on the next agenda

None received.

14 Date of next meeting

Wednesday 28th February 2024 6.30pm The Loft, Dersingham Village Centre

With no further business the meeting was closed at 7.40pm

Action points:

Cllr C Shepherd.

- To contact Tropics regarding the 6th June 2024 80th D Day anniversary, as per minute 366
- Purchase cork tiles for the noticeboard situated at the Spar shop
- To look at resiting the small noticeboards opposite the Co-op on Lynn Road.
- Seek ratification from Full Council for the purchase and installation of a replacement anodised noticeboard at the Co-op as per minute 385.

BM

- To contact Co-op for their agreement to replace the noticeboard.

ABM

- Create a new FB account as per minute 352