

Minutes of the Communications Meeting held on Tuesday 18 April 2017 at 9.30am at Council Offices, Post Office Road, Dersingham

Present: Cllr K Hathaway, Cllr S Payne, Cllr C Shepherd & Cllr C Davey

In attendance: B/Cllr Bubb, Mr Robert Smyth, Stephen Martyn, Sarah Bristow (Clerk)

94 Apologies for absence.

It was resolved to accept apologies from Cllr Hipkin & Mr J Vost

95 Minutes of the Meeting held on the 13 March 2017. It was resolved for the minutes of the meeting to be sign by the Chair as a true and accurate record.

96 Matters Arising

The Clerk reported that another quote had been received. **It was resolved for the Clerk to obtain more information, copies of work, price breaks etc.**

97 Village Voice

a. Current Financial Position

The Clerk handed round a Committee Budget Sheet. Everything in order. No further income or expenditure is due for 2016/17 accounts.

b. Content

The New Editor is not able to be with us as he is unable to speak at this present time but the Clerk and Clerical Assistant are in regular contact. The Clerk said that she had seen several articles coming in and ones that are usually late have already been received.

c. Advertisers & Finance

The Clerk advised that emails for the new financial year had gone out and there was a steady stream signing up for the New Year. One or two regulars not advertising mainly down to retirement but also some new ones signing up.

98 Village Voice Live

a) Current financial position

The Clerk advised that she was still waiting for an invoice query to be sorted regarding room hire for Village Voice Live. The Clerk advised that she usually takes the cost of a set of Colour Cartridges for the printer out of this budget, but has taken out of Office Equipment.

b. Content

Cllr Bubb advised that April went down really well with the talk on Lundy Island; Cllr Hathaway said that the speaker was very knowledgeable. Cllr Bubb advised that May is Heavy Horses with Stephen Pope. June is Teresa Squires talking about Melford Hall. July will be the last Village Voice Live until the new hall is up and running. It will be a Quiz and BBQ an all ticket event at £10.00 per head, bring your own drink.

99 Data

Cllr Bubb is ready to accept information as soon as necessary for an October publication.

100 Website

Mr Martyn said that he had nothing to report and he was updating as soon as he got the information. Cllr Shepherd said that she felt that every committee should be using the website and updating their information. **It was resolved to recommend to Full Council that Items for Inclusion on the website should be added to all agenda.**

There was a discussion regarding a bounce back on the Village Voice email address. The Clerk advised that it had only happened once and felt this was down to the sender as the file was corrupted.

Cllr Payne felt that more emphasis should be on the Latest News on the site. Mr Martyn advised that the lottery etc was on the front page.

Cllr Shepherd asked about minutes of previous meetings and should they be on the website. The Clerk said that she had not been asked to further back than the year/18 months that are on the site. Hard copies are in the office or at the library.

A discussion regarding the need for photographs of Councillors to be put on the website. **It was resolved for the Clerk to ask every Councillor to provide a photograph or make themselves available for a photograph to be taken. This also to be used for photographic I.D. so that the Clerk can purchase as was necessary for many events.**

101 Noticeboards

Cllr Bubb said that the new noticeboard in the Co-Op Car Park is great and very weather resistant. Cllr Payne asked about the Recreation Ground Board. The Clerk said that it was usable but it has taken a battering. The Clerk said that she had implemented a 25p charge per laminated poster. The Clerk advised that she had received 7 posters from the Library and they had agreed to have back and laminate themselves instead of paying the charge. Cllr Bubb said with the noticeboard being so good lamination was not so important unless it was one that was due to stay on the board for a while.

102 Correspondence

None received

103 Items for the Next Agenda.

Same Agenda plus Printer quotes.

104 Date of Next Meeting

Tuesday 27 June 2017 at 9.30am at the Parish Office

With no further business the meeting closed at 10:30pm.

Financial Budget Comparison

Comparison between 01/04/16 and 31/03/17 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/16

		2016/17	Actual	NetBalance
Communications				
Income				
600	Advertisement Dersingham Data	£2,500.00	£2,065.00	-
£435.00				
605	Advertisement Village Voice	£15,500.00	£16,932.85	
£1,432.85				
610	Village Voice Subscriptions	£70.00	£33.60	£36.40
615	Village Voice Live	£1,500.00	£1,070.00	-
£430.00				
Total Income		£19,570.00	£20,101.45	£531.45
Expenditure				
6000	Dersingham Data	£2,000.00	£1,705.00	£295.00
6005	Village Voice	£15,500.00	£13,886.68	
£1,613.32				
6010	Village Voice Live	£1,400.00	£1,100.72	£299.28
6015	Postage Village Voice	£140.00	£3.70	£136.30
6020	Postage Data	£0.00	£0.00	£0.00
6025	Public Noticeboards	£250.00	£427.40	-
£177.40				
6030	Website	£300.00	£200.00	£100.00
Total Expenditure		£19,590.00	£17,323.50	
£2,266.50				