

Minutes of the Communications Meeting held Tuesday 29th April 2025 at 10.00am, The Loft, 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) and Jo Halpin-Jones (Editor)

- 1 Apologies for Absence – Rob Smyth (Assistant editor)
- 2 **Declaration of interest and requests for dispensation in any of the agenda items listed**
- None received

- 3 **Open meeting to allow public participation-** No Parishioners present.

- 4 **To approve minutes of the Communication Committee meeting held 21st October 2024.**

It was resolved for the Chairman to sign the minutes as a true and accurate record.

To approve the minutes of the Communication Committee meeting held 2nd January 2025.

It was resolved for the Chairman to sign the minutes as a true and accurate record.

To review any action points

Action points were discussed and those completed removed.

Cllr M Shepherd asked if the deadline dates and the village voice advertising prices for 2025-2026 would be updated on the Parish Councils website. The ABM said she would update the website as soon as possible.

The ABM said she had written to the distributors asking them if they could advise of any excess magazines after delivering their route. The majority responded saying they have a nominal amount left, usually no more than 5 on average.

To consider any matters arising not elsewhere on the agenda.

There were no matters arising.

- 5 **Review of the Communications Committee Finances.**

Cllr C Shepherd asked what the contribution from General Funds (Code 625) related too. Cllr M Shepherd advised it was a carry forward of surplus funds relating to code 6025 noticeboards.

- 6 **Village Voice Content**

Jo Halpin Jones advised lots of articles are being received. She advised there had been a few articles submitted regarding the closure of the post office. One contributor had amalgamated two articles written for previous editions relating to the history of the post office and had brought the article up to date. Committee discussed the post office closure and various options for a replacement postal service for Dersingham. It was agreed that Cllr C Shepherd would contact Royal Mail for an update.

Advertising

Jo Halpin Jones said she would like to follow up on the businesses that enquire about advertising but never respond once the paper work has been issued to them, to see if there was a common denominator

Cllr C Shepherd asked if the process and documents were ready for the next financial year regarding advertising. Jo Halpin Jones said she would work on updating the forms and informational letters that we issue.

Distribution

Jo Halpin Jones asked if the ABM had received her email regarding a parishioner from Manor Road who said she had not received a Village Voice. The ABM said she would check who delivers and contact them.

7 Website

Cllr M Shepherd stated the website must be kept updated as the Internal Auditor will be obtaining information directly from the website.

Cllr Bubb asked if items on the website were time sensitive and would be removed once they were out of date. Cllr M Shepherd advised the front page of the website will show 4 news items, once another is added one will disappear. To delete an item, it must be manually deleted.

8 Noticeboards

Library Noticeboard

Cllr C Shepherd said she had been looking at a replacement noticeboard for outside the the Spar, however she had looked at boards with doors that are hinged on the side rather than the top as is the current board. Cllr Bubb asked if the noticeboards are still used. Cllr M Shepherd said there are documents that the Parish Council must legally display such as the AGAR form, therefore noticeboards are a necessity. The Committee discussed the purchase of a new noticeboard at the Spar shop and after discussion it was agreed to replace the noticeboard outside the Spar and the library as the perspex on both was fogged. The ABM said she preferred a pin board rather than magnetic. This type was cheaper and Cllr C Shepherd to agree the selection of the noticeboards with the ABM. If they were within budget they would be purchased.

9 Events

VE and VJ Day 2025 Events freedom of the parish ceremony

Cllr C Shepherd said that the DVCA have organised an event to take place Saturday 10th May which is a 1945 themed evening with live music, 1940's dress welcome and street party style finger food. The ABM said she had seen advertised on Facebook that Petals were also holding an event on the 10th May that started at 1.30pm until late with 1940's themed food and drink, games, children's entertainment, fancy dress and more. Jo Halpin Jones said she would contact Petals and ask if they wanted to advertise the event in the Village Voice. Cllr C Shepherd said the Social Club had thought about holding an event on the 8th May and said she would contact them for confirmation and ask if the Parish Council could light the beacon at the social club as part of their event.

10 Clanpress – Contract/Order

Cllr M Shepherd said in order to update the contracts register it needed to be established the details of the contract the Parish Council have with Clanpress for the printing of Village Voice.

11 Correspondence

None received

12 Items for inclusion on the next agenda

VJ Day

13 Date of next meeting

Tuesday 29th April 2025, 10.00am The Loft, Dersingham Village Centre.

With no further business the meeting closed at 11.05pm

Action points:

Cllr C Shepherd.

- To contact Mr Parsons regarding Sandringham articles for the Village Voice.
- To purchase 2 new noticeboards
- To contact the Social Club regarding the possible VE Day event on 8th May.

Editor

- To contact Petals regarding an advert for their VE Day anniversary celebrations for the Village Voice

ABM

- To establish who delivers the village voice to Manor Road
- To update the Parish Councils website with the 2025-26 Village Voice deadlines, rates etc