

Minutes of the Communications Meeting held Thursday 26th June 2025 at 2.00pm in the Loft, Dersingham Village Centre.

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

In attendance: Mrs Geraldine Scanlon (Assistant Business Manager (ABM) & Minute taker) and Jo Halpin-Jones (Editor) and Rob Smythe (Assistant Editor)

Cllr C Shepherd advised the election the Chairman and Vice Chairman of the Committee had been omitted from the agenda, therefore a chairman had to be elected for the meeting. Cllr Bubb nominated Cllr C Shepherd and Cllr J Stokes. It was approved that Cllr C Shepherd be chairman for the meeting.

- 1 Apologies for Absence** – None received
- 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 the minutes of the Communications Committee meeting held 29th April 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.

It was agreed that Cllr C Shepherd would contact Sandringham Estate regarding the submission of articles for the Village Voice.

To consider any matters arising not elsewhere on the agenda.

Cllr C Shepherd asked if both the new noticeboards have now been installed. Cllr Bubb confirmed that they had.

Cllr C Shepherd stated the beacon lighting had gone well for VE day and had been well attended.

Cllr C Shepherd asked if there had been anyone willing to take over writing of the walking group article for the Village Voice. Cllr Bubb said there had been no volunteers to date and suggested a blank article goes in the next edition to highlight the need for someone to write the article.

5 Review of the Communications Committee Finances and Spending Plans.

Cllr M Shepherd said there were two outstanding invoices that now appear on the debtors report for adverts in the Village Voice.

Cllr C Shepherd advised that invoices for the advertisers had been raised after the previous edition of VV (the first of the financial year) had gone to print. Cllr M Shepherd said that the issuing of invoices needed to be monitored to ensure the payments are received on time and the RFO should be made aware the invoices have been created. A procedural change in the use of our financial package had been put in place. The Committee discussed the process of monitoring invoices, and it was agreed that Cllr M Shepherd would create a spreadsheet to track the relevant information.

It has been agreed that a letter will be issued to both outstanding aged debtors requesting payment to be made.

Cllr C Shepherd said it had been previously agreed that the communications committee would request the money to buy a new noticeboard from reserves. However, there is no update but she will have some figures to present at the next Finance & Admin committee meeting.

6 Village Voice Content

Cllr Bubb asked when the next deadline was as the Dersingham United Charities had given a donation to parents of a local schoolchild to assist in paying for a school trip. The parents have agreed for an article to be placed in the Village Voice. Jo Halpin Jones advised the deadline was 30th June 2025. Cllr Bubb advised the article would not be ready in time however it could go in the next edition.

Cllr J Stokes asked if the yard sale has been advertised in the magazine. Jo Halpin Jones advised it was and had been a full-page advert in the previous edition.

Cllr J Stokes asked if a poster asking people to be aware of hedgehogs before they strim the grass could go into the magazine. Cllr Stokes forwarded the poster to the ABM.

Cllr C Shepherd said she was concerned by the amount of wildlife injured by vehicles speeding through the village.

Advertising

Cllr C Shepherd said this item had been covered by agenda item 5.

Distribution

Cllr C Shepherd reported that one distributor has been removed from the list.

The round that will need to be covered is a large round that may need to be split into two, this is to be reviewed.

Cllr C Shepherd asked how many reserves there are. The ABM said she had received several volunteers after the last request for distributors. She said she would send an email round to those on the list to ask if they are still available.

7 Website

Cllr M Shepherd said there was nothing to report regarding the website.

Cllr Bubb asked if the £600.00 in code 6030 Website would be needed. Cllr M Shepherd confirmed it was an annual contract payment to our contractors for maintaining the domain.

8 Noticeboards

Cllr C Shepherd said both new noticeboards have now been installed and asked if the lock on the board on Lynn Road had had the lock repaired. Cllr Bubb said he had been unable to replace the lock with one from the old noticeboards.

9 Events

VJ Day 2025

Cllr C Shepherd advised that at their last meeting the committee had agreed to host a buffet style supper followed by a beacon lighting, however the caterers suggested by Cllr Bubb are on holiday. Other caterers were sourced, and one company were already booked and others were too expensive. Another option would be to purchase food from supermarkets(as had been done for the platinum jubilee) however with the concerts taking place at Sandringham

it could impact on the collection of the food and a self-catering event would also require volunteers to assist with the setting and clearing up. After discussion it was agreed the Parish Council would light the beacon on the recreation ground for VJ Day and Cllr C Shepherd will contact Neil Adams to ascertain if a service will take place at the war memorial. Jo Halpin Jones asked if Cllr C Shepherd could give her details once they known for the Village Voice.

10 Correspondence

None received

11 Items for inclusion on the next agenda

Election of Committee Chairman

Election of Committee Vice Chairman

Facebook

12 Date of next meeting

Thursday 28th August 2025, 2.00pm The Loft, Dersingham Village Centre.

With no further business the meeting closed at 3.30pm

Action points:

Editor

Cllr C Shepherd

- To contact Sandringham Estate regarding articles for the Village Voice
- To contact Neil Adams to ascertain if a service will be held for VJ Day
- To obtain prices for the new noticeboard to be located at the village centre

Cllr M Shepherd

- To create a spreadsheet to monitor the issuing of invoices and payments received.

ABM

- To email parishioners that have volunteered as reserve distributors to update the list