

Minutes of the Communications Meeting held Thursday 28th August 2025 at 2.00pm in the Loft, Dersingham Village Centre.

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

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

1. To elect the Chairman of the Communications Committee and to receive the Chairman's Declaration of Acceptance of Office.

Cllr T Bubb nominated Cllr C Shepherd. Cllr S Foxley seconded the nomination. There being no further nominations, Cllr C Shepherd was duly elected as Chairman of the Communications Committee and signed the Declaration of Acceptance of Office.

2. To elect the Vice-Chairman of the Communications Committee and to receive the Chairman's Declaration of Acceptance of Office.

Cllr C Shepherd said Cllr J Stokes had expressed an interest in becoming Vice Chairman. Cllr C Shepherd nominated Cllr J Stokes. Cllr S Foxley seconded the nomination. There being no further nominations, Cllr J Stokes was duly elected as Vice Chairman of the Communications Committee.

3. Apologies for Absence – Cllr Jordan Stokes

4. Declaration of interest and requests for dispensation in any of the agenda items listed
- None received

5. Open meeting to allow public participation- No Parishioners present.

6. To approve the minutes of the Communications Committee meeting held 26th June 2025

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

To review any action points.

The action points were reviewed and those completed were removed. Cllr C Shepherd said she had not been able to obtain prices for a new noticeboard however she would do so and report to the Finance & Admin Committee as part of the Communication Committee spending plans. Once discussed at F&A Cllr C Shepherd will then seek approval from Full Council for the funding to come from the project reserves. The ABM reported she had contacted all the volunteers from the reserves list and had a poor response with only 6 wishing to remain on the list and suggested a poster/advert be placed in the next edition of the Village Voice asking for more volunteers.

To consider matters arising

Cllr C Shepherd said a service was held on the 15th August 2025 at the war memorial to commemorate the 80th anniversary of VJ day. Which was followed by the beacon being lit with an estimated 40 people in attendance.

7. To review Committee Terms of Reference

Committee reviewed the Terms of Reference and once the following amendments were made the TOR were adopted.

To remove "Finance & Administration" from the first paragraph and replace it with "Communications"

To amend the reviewed date from 28th August 2024 to 28th August 2025.

Cllr C Shepherd referred to paragraph 4:

"At its first meeting after the Parish Council's annual meeting the committee should plan a programme of meetings for the rest of the year"

Currently this committee sets the next meeting date after each meeting however Cllr C Shepherd said she would like to set the dates for the year after the parish council annual meeting. Cllr M Shepherd queried the ability to do so as the deadline dates for the Village Voice may not be available. The ABM said the deadline dates are prepared and agreed by this committee before April so there would be no issue setting yearly meeting dates.

8. Review of the Communications Committee Finances and Spending Plans.

Cllr C Shepherd advised the Committee Spending Plan had been discussed under minute number 6 – Review of action points.

Cllr C Shepherd said the finance reports up to 31st July 2025 had been circulated. The budget for code 605 Advertisement Village Voice had been set at £12,000.00 for 2025-26 we have currently achieved to sell £11,962.45 of advertising leaving a shortfall of £37.55 with 7 months remaining of the current tax year.

Cllr C Shepherd queried the £45.00 expenditure from code 6035 – Events. Cllr M Shepherd said it was the cost of the gas bottle used to light the beacon for VE day.

Cllr Bubb asked about the unpaid invoices shown on the Aged Debtors report. Cllr C Shepherd advised two of those listed were not related to the Communications Committee. Cllr C Shepherd said she had hand delivered the Final Demand letter to the business premises on Friday 22nd August 2025 for invoice number 2400. The ABM said she had received an email this morning from the contact of the business that she has been corresponding with advising they would make payment when the business owner was available on the 1st September 2025. The other outstanding debt will be reported to the Finance and Admin Committee meeting of 8th September.

9. Village Voice Content

Jo Halpin Jones passed round a copy of the front cover for the next edition of Village Voice. Cllr C Shepherd said she had been doing research into the names shown on the War Memorial for WW2 and would prepare an article for the next edition.

Cllr S Foxley said she had been into the doctor's surgery to obtain information regarding "Keeping warm in winter" to place as an article in the Village Voice however she had not been able to see practice manager so will try again.

A new feature for the magazine was discussed, it is to be called "Unusual Holiday's" Parishioners will be encouraged to take a photograph of themselves holding a copy of the Village Voice whilst holidaying.

Advertising

The ABM said today she had received two separate requests from businesses that have not advertised with us before to place an advert in the next edition of the magazine. With the Deadline date being 1st September she asked for approval to process the adverts and issue the invoices. Cllr C Shepherd agreed for the ads to be processed. Cllr M Shepherd requested that the invoices were processed today.

Distribution

The ABM said she had nothing to report regarding distribution.

Jo Halpin Jones said she had been asked if some copies of the Village Voice could be left in the book shop in Hunstanton. After discussion it was agreed the Cllr C Shepherd would deliver 12 copies to the shop.

Jo Halpin Jones also suggested some copies are taken to the doctor's surgery as part of the business drop. The ABM said she would contact them to ascertain if they would be willing to have some delivered.

10. Website

Cllr M Shepherd said there was nothing to report regarding the website and asked the ABM if the website was up to date with regards to agendas and minutes. The ABM said it was but would check. Cllr M Shepherd said he had put the Committee Terms of Reference on the website as he was able to extract them from SharePoint.

11. Noticeboards

The ABM said only one of the locks on the noticeboard on Lynn Road is now working.

12 Facebook.

Cllr C Shepherd advised she had asked for this to be an agenda item as the Communications Committee had previously decided to close the Parish Councils Facebook page as it was not being maintained or updated. Any information the Parish Council wishes to have uploaded to Facebook is now placed on the Village Facebook page. Cllr C Shepherd asked the ABM to contact the current administrator for the Parish Council Facebook page and request it is closed.

13. Events

Cllr C Shepherd said the events budget code would need to be reviewed whilst budget setting as it was unlikely that there would be a major public event or commemoration in the foreseeable future. Cllr M Shepherd asked if consideration should be made for any prominent funerals that may need expenditure by the Parish Council. It was agreed that this would be discussed when budget setting.

14. Correspondence

None received

15. Items for inclusion on the next agenda

To discuss an event or gift for Parish Council volunteers
Budget Setting

16. Date of next meeting

Thursday 30th October 2025, 2.00pm The Loft, Dersingham Village Centre.

With no further business the meeting closed at 3.19pm

Action points:

Editor

- To create an advert/article asking volunteer distributors of the Village Voice

Cllr C Shepherd

- To contact Sandringham Estate regarding articles for the Village Voice
- To obtain prices for a new noticeboard to be located at the village centre and to report them to the Finance & Admin Committee as part of the Communication Committee spending plans. Once discussed at F&A Cllr C Shepherd will then seek approval from Full Council for the funding to come from the project reserves.

Cllr M Shepherd

ABM

- To Contact the Parish Councils Facebook administrator and request the page be officially closed
- To check the Parish Council website is up to date with agendas and minutes.
- To contact the doctor's surgery to established if they wish to have some copies of the village voice delivered.