

Minutes of the Communications Meeting held Thursday 30th October 2025 at 2.00pm in the Loft, Dersingham Village Centre.

Present: Cllrs Coral Shepherd (Chairman) Tony Bubb, 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. Apologies for Absence** – Cllrs Su Foxley and Jordan Stokes
- 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 28th August 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.

To consider matters arising - None

- 5. Review of the Communications Committee Finances and Spending Plans.**
Cllr C Shepherd said the committee finances were all in order. The last invoice received for the Village Voice has been paid since the Financial Budget Comparison report was placed on SharePoint.
- 6. Budget Setting.**
Committee discussed each budget code for both the Income and Expenditure.
With the following outcomes:

Income

605	Advertisement Village Voice	To remain at £12,000.00
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Expenditure

6005	Village Voice	To remain at £16,000.00
6015	Postage Village Voice	To remain at £0.00
6020	Village Voice Editor Honorarium	To be confirmed
6025	Public Noticeboards	Increase to £600.00
6030	Website	To be confirmed
6035	Events	Decreased to £1200.00

- 7. Village Voice Content**

Cllr Bubb asked if his article about Mecklenburgh House had been received Jo Halpin Jones said she had not seen it. Cllr Bubb will resend the article.

Cllr Bubb said he had 5-6 stamps that had been painted by the Prince of Wales of Dersingham, he offered to scan them to enable them to be used in the magazine for people to guess the location.

Cllr M Shepherd asked if an article outlining the Neighbourhood Plan had been submitted. Jo Halpin Jones confirmed Cllr N Barker had written an article.

Cllr Bubb asked if an article had been submitted from Dersingham United Charities reporting on the donation made by them to fund a school trip for a local child. Jo Halpin Jones said nothing had been received but she would speak to the Chairman.

Advertising

Cllr C Shepherd advised that Full Council had agreed that the outstanding debt for invoice 2350 would be written off as the business is now in administration.

With regards to outstanding invoice 2400 Full Council have agreed to instigate action through the Small Claims Court.

Distribution

The ABM advised there have been no problems with distribution. Since the advert/article in the last Village Voice asking for volunteers to distribute the magazine there had been 4 additional volunteers which have been added to the reserves list.

Cllr C Shepherd said the Village Voice distributors had been asked to deliver the Neighbourhood Plan flyers.

8. Website

Cllr M Shepherd said he had previously been asked if it was possible to monitor how often the website is visited. It is not possible at the moment however we could use "Google Analytics" which is free. After discussion it was agreed that Cllr M Shepherd would register with Google Analytics.

9. Noticeboards

Cllr Bubb asked if a QR code linking to the Parish Council website could be displayed on the noticeboards. Cllr M Shepherd agreed that a code could be displayed.

10. Event/Gift for Volunteer Distributors.

Cllr C Shepherd said that in the past the Parish Council have purchased boxes of chocolates as a thank you to all the Village Voice and Task Force volunteers and proposed the Parish Council do the same this year. **It was resolved to approve the proposal.**

11. Correspondence

None received

12. Items for inclusion on the next agenda

Budget Setting
Editor update.

13. Date of next meeting

18th December 2025 2.00pm, The Loft, Dersingham Village Centre.

With no further business the meeting closed at 3.23pm

Action points:

Editor

- To contact the Chairman of Dersingham United Charities regarding an article about their local donation.

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.
- To purchase chocolates for the Village Voice and Task Force volunteers

Cllr M Shepherd

- To register with Google Analytics