

Minutes of the Communications Meeting held Thursday 23rd April 2026 at 2.00pm in the Loft, Dersingham Village Centre.

Present: Cllrs Coral Shepherd (Chairman), 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)

Absent: Cllr T Bubb

1. **Apologies for Absence** – Cllr 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 26th February 2026**
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.**
Cllr C Shepherd said that the financial year end figures were good. With income in the excess by £2914.55 and the expenditure was less than anticipated by £3541.15. Jo Halpin Jones asked if the remaining money would be vired to the 2026/27 budget. Cllr M Shepherd confirmed it would be transferred into the General Funds Reserve.
6. **Village Voice Content**
The ABM said she had processed all articles received to date however there are still several submissions outstanding from contributors.
Cllr C Shepherd advised there had been a response submitted by Cllr B Anderson relating to the letter published in the previous edition of Village Voice about his article on Evolution. After discussion it was agreed to publish Cllr B Anderson's response.
Jo Halpin Jones said a request had been made by Sandringham Parish Council to submit their article on Wednesday 6th May however the magazine had to be at Clanpress on Tuesday 5th May and she asked if they had been notified their submission would be too late. The ABM confirmed she had responded. Cllr C Shepherd said that a retrospective article could be submitted for the next edition.

Advertising

The ABM reported there had been a good response from current advertisers with a net value of £11,000 being invoiced however there are some outstanding invoice payments and said she had issued reminders for payment. After discussion it was agreed that Cllr C Shepherd and the ABM would discuss the outstanding payments before the magazine is finalised for the printers.

Distribution

The ABM said there were no issues with distribution. There had been a few more volunteers to go on the distribution reserves list as a response to an advert asking for volunteers in the last edition of the village voice.

7. Website

Cllr M Shepherd advised there were no updates and he had not received any feedback of any issues with the website. Cllr Foxley said she had been asked by residents the result from the Neighbourhood Plan (NP) Survey. She had advised them to look at the website as that has all the current NP information. Mr R Smyth suggested writing a piece for the Village Voice to promote the Parish Council Website. Jo Halpin Jones said she could refer to it in the Editors Notes.

8. Noticeboards

The ABM said the noticeboards located on Lynn Road near the pedestrian crossing is mouldy on the inside and only has one lock that works. Cllr M Shepherd asked if it was necessary to have one there as all the same information is in the large noticeboard located at the co-op and suggested, if it was removed, it could be considered as a possible location for the Village Map.

9. Editor Update

Jo Halpin Jones said the ABM had been editing the articles to date however she will start to assist with the editing as deadline is 27th April and there are several submissions outstanding. She suggested that she remains available to assist the ABM for the foreseeable future as the ABM must be trained on the new Canva Affinity software.

10. Village Map

Cllr C Shepherd said this item will remain on the agenda however, due to other commitments and projects, it will not be readdressed until later in the year.

11. Correspondence

None received

11. Items for inclusion on the next agenda

None received

12. Date of next meeting

The 23rd June 2026 at 2.00pm in The Loft

With no further business the meeting closed at 2.44pm

Action points:

Editor

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

- To register with Google Analytics

ABM