

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

Present: Cllrs Coral Shepherd (Chairman), Tony Bubb, Su Foxley, Robert Frost 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:

The meeting started at 2.10pm

- 1. To elect the Chairman of the Communications Committee**
Cllr T Bubb nominated Cllr C Shepherd; Cllr S Foxley seconded the nomination. **Councillors voted; and it was resolved that Cllr C Shepherd be duly elected as Chairman**
- 2. To elect the Vice-Chairman of the Communications Committee**
Cllr C Sheperd nominated Cllr S Foxley; Cllr T Bubb seconded the nomination. **Councillors voted; and it was resolved that Cllr S Foxley be duly elected as Vice-Chairman**
- 3. Apologies for Absence – None received**
- 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 23rd April 2026**
It was resolved for the Chairman to sign the minutes as a true and accurate record once the following amendment had been made.
To remove Cllr T Bubb from the Councillors present and to add him as absent.

To review any action points.

The action points were reviewed and those completed were removed.
Cllr M Shepherd said he was uncertain if the Parish Council (PC) needed to register with Google Analytics and said he will liaise with the Business Manager (BM) to establish if the existing Google account could be used.

To consider matters arising – None

The meeting was closed at 2.20pm

The meeting was re-opened at 2.25pm

7. To Review Committee Terms of Reference (TOR)

Cllr Bubb asked if paragraph 1 could start: "A Village magazine called the Village Voice" instead of "Village Voice in respect of". The committee discussed options and it was agreed to amend paragraph 1 to "Village Voice magazine in respect of" ... **It was agreed that the amended Terms of Reference be presented to Full Council for approval.**

8. Review of the Communications Committee Finances.

Cllr C Shepherd explained there had been a miscoding for the Clanpress Invoice received in May. £2468.00 had been coded to 6020 Village Voice Production Costs and not 605 Advertising Village Voice. This error has now been rectified.

9. Village Voice

(a) Content

The ABM said she had processed all articles received to date however there are still several submissions outstanding from contributors. A reminder email had been issued, however, there has been a slow response and wondered if the reminder had been directed to contributor's junk/spam mailbox as it had been sent from the ABM's email address, therefore she had asked Jo Halpin Jones to issue an email to explain the situation. Cllr C Shepherd said she will, in the future, write another family history article centred around the local Nurse family.

Jo Halpin Jones said she would create a front cover for the next edition based on the Flower Festival being held at St Nicholas Church.

(b) Advertising

The ABM advised there had been some interest shown from businesses to advertise but few had confirmed or completed the booking form, regardless of follow up emails and phone calls.

(c) Distribution

The ABM reported there were no issues with the distribution.

10. Editor Update

Cllr C Shepherd asked the ABM if she was happy to continue to do the Editor role. The ABM confirmed she would continue. Jo Halpin Jones said she would be happy to continue supporting the ABM. Cllr C Shepherd said she would update the Staffing Committee and seek agreement to transfer the funds in budget code 6020 Village Voice Production Costs to Staffing to cover the additional hours required for the ABM to complete the role of Editor. After discussion it was agreed that the final honorarium payment would be made at the end of July 2026.

11. Website

Cllr M Shepherd advised there were no issues with the website and therefore nothing to report.

Cllr C Shepherd said she would review the obituary required for the Parish Councils website in relation to Operation Menai Bridge however, she said she

had been unable to locate a picture of the King that was suitable. Cllr Frost advised he had pictures of the King at the Sandringham flower shows and during his time volunteering for the Coastguard and said he is happy to loan them to Cllr C Shepherd. Cllr M Shepherd said he was unsure if Parish Online use a standard template which may be one format for all parishes. He said he would contact Parish Online to establish what is available.

12. Village Map

Cllr C Shepherd said the Village Map could be considered for the Priority Project request list for Full Councils consideration. Councillors discussed what information would be required on the map and who was the map targeting. After discussion it was agreed to set up a working group. Cllrs C Shepherd, S Foxley, R Frost, T Bubb, B Thomas and M Shepherd volunteered to join the group. Cllr C Shepherd said she would speak to the BM regarding the sketches required.

13. Noticeboards

Cllr C Shepherd said she would ask for noticeboards to be placed on the agenda for the next DVCA trustee meeting to discuss the joint purchase of a noticeboard to be located at the centre, as there is no room for two standalone boards at the centre and it would also share the cost of the purchase.

14. Correspondence

Cllr C Shepherd reported the F&A Committee had received and discussed a grant request from Citizens Advice Bureau (CAB), which also asked for the Parish Council to publicise the work carried out by them. It was agreed to place a poster in the Village Voice and to place one on the Co-op noticeboard. Cllr M Shepherd asked if the committee wanted to consider creating a page on the website which directs parishioners to various authorities and charities for help and advice, such as Borough Council, LILY, CAB and Samaritans. After discussion, Cllr M Shepherd asked the Committee to send any ideas to him which would to create an information, help and advice page.

15. Items for inclusion on the next agenda

Village Map Working Group
Website – Advice & Information page.

16. Date of next meeting

25th August 2026, 2.00pm The Loft

With no further business the meeting closed at 3.23pm

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.

- To present the amended Terms of Reference to Full Council
- To request approval from Staffing Committee to transfer funds in budget code 6020 Village Voice Production Costs to Staffing to cover the additional hours required for the ABM to complete the role of Editor.
- To request the joint purchase of a noticeboard at the centre on the next DVCA trustee meeting agenda.

Cllr M Shepherd

- Contact Parish Online regarding the website page for operation Menai Bridge
- To liaise with the Business Manager (BM) to establish if the existing Google account could be used instead of Google Analytics

Cllr R Frost

- To loan Cllr C Shepherd pictures of King Charles.