

Minutes of the Communications Meeting held Tuesday 25th August 2026 at 2.00pm in the Loft, Dersingham Village Centre.

Present: Cllrs Coral Shepherd (Chairman), Su Foxley, Robert Frost and Mike Shepherd.

In attendance: Mrs Geraldine Scanlon (Assistant Business Manager (ABM) Editor & Minute taker) and Jo Halpin-Jones (arrived 2.30pm) and Rob Smyth (Assistant Editor)

Absent:

1. **Apologies for Absence –** Cllr Tony Bubb
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 23rd June 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 advised that the remainder of the money in the Village Voice Productions Costs code have been transferred into the Staffing budget as previously agreed and said she would confirm with the RFO that the payment of the honorarium to Jo Halpin-Jones had been cancelled.

Cllr C Shepherd asked which budget heading the cost of the website maintenance would come from. Cllr M Shepherd advised that the costs now came from budget 1130 Software/Subscriptions/Licencing/Maintenance.

6. **Village Voice**
(a) Content

The ABM said the articles have been coming in, however, there are many still not received. The reminder email had been issued therefore she is expecting last minute submissions.

Cllr C Shepherd asked if there had been any submissions relating the RHS Flower Show recently held at Sandringham. The ABM said nothing had been received to date. It was agreed that Cllr C Shepherd would send some pictures to the ABM to create a two-page feature.

Cllr C Shepherd asked if a decision had been made regarding the front cover. The ABM said she had forwarded the picture of the King attending the Music in Country Churches Concerts that Cllr C Shepherd had submitted. Jo Halpin Jones said she had not checked her emails prior to the meeting. The ABM

handed a copy of the picture round to the committee. After discussion it was agreed Jo Halpin-Jones would attempt to photoshop the images discussed.

(b) Advertising

The ABM said there have been a few enquiries regarding advertising however not many have agreed to advertise. But there is still a trickle feed of advertisers coming in.

(c) Distribution

The ABM said she was concerned that there may be a few rounds to cover for the next edition due to volunteers being on holiday etc and said she had been told by two volunteers that they are no longer able to continue with their rounds. Cllr Su Foxley said she would be willing to help if needed.

7. Editor Update

Jo Halpin-Jones asked if the forwarding of Village Voice emails to her Gmail account could be stopped. After discussion it was agreed that the ABM would give Cllr M Shepherd email details to make the necessary changes.

Jo Halpin-Jones also asked if the ABM received emails from Cllr B Anderson and Rob Smyth as they go to her junk email. The ABM said she receives them via the Editors Inbox that she has had access to for some time. Cllr M Shepherd said he would liaise with the ABM regarding the matter.

8. Website

(a) Information Page

Cllr M Shepherd said he had not received anything from any committee members regarding the Information page for the website. After discussion it was agreed that an information page would be beneficial with links to various organisations, such as LILY, Samaritans, Warmer Homes as well as local amenities, shops, doctors, dentist etc.

9. Village Map and Village Map Working Group

Cllr C Shepherd explained she had spoken with Cllr B Thomas who has agreed to join the working group. A meeting is hoped to be arranged for early September. The location, size and content of the map were discussed. Cllr C Shepherd advised she would arrange a meeting.

10. Noticeboards

Cllr C Shepherd said she would discuss at the next DVCA meeting the possibility of purchasing a joint noticeboard to be located at the centre. She said she had obtained prices which range from £845 to £1275 there is currently £600.00 in the notice boards budget which will be sufficient to cover the Parish Councils contribution.

The ABM said the noticeboard located on Lynn Road is in a very poor state. Cllr C Shepherd said the information displayed on the board was duplicated on the Co-op noticeboard. Cllr R Frost proposed the board be removed and not replaced. **It was resolved to approve the proposal.**

11. Fundraising Calendar

Cllr C Shepherd advised that several pictures of various views and places throughout the village had been gathered for the purpose of the ongoing Neighbourhood Plan and suggested a fund-raising calendar could be created to raise money for the sports pavilion refurbishment. The ABM said she had contacted Clanpress for quotes and had been advised that 50 calendars would be £3.00 per item and 100 calendars would be £2.00 per item. After discussion it was agreed that Cllrs M Shepherd, C Shepherd, S Foxley, R Frost and Jo Halpin-Jones would meet on Wednesday 26th August to begin the selection progress for the Calendar.

12. Correspondence

None received

13. Items for inclusion on the next agenda

14. Date of next meeting

Tuesday 27th October 2026 2.00pm, The Loft

With no further business the meeting closed at 3.20pm

Action points:

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 request the joint purchase of a noticeboard at the centre on the next DVCA trustee meeting agenda.
- Confirm with the RFO the payment of the Village Voice Honorarium has been cancelled
- To send photographs of the Sandringham RHS Flower Show Editor
- To arrange a working group meeting regarding the village map.

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.

ABM

- To liaise with Cllr M Shepherd regarding the redirection of emails to Jo Halpin-Jones