**01**

DRAFT

**MINUTES OF MEETING OF ALDBOROUGH AND THURGARTON PARISH COUNCIL**

**VILLAGE MAGAZINE COMMITTEE**

Held on Wednesday 14th April 2021 at 7pm via Microsoft Teams

Present: Chair Cllr R. Gadsby, Cllr. P. Chapman, Cllr. A. Hicks, Mr. D. Hooker, Mrs. S. J. McQuire, Mr. P. Wordingham

In attendance: Clerk Mrs. S. Hayden

1. **Chair’s welcome**

 The Chair opened the meeting at 7.03pm and welcomed everyone to the first meeting of the Committee

**2. To consider and accept apologies for absence**

 None

**3. To receive any declarations of interest from Committee Members**

 None

**4. Public questions, comments or representations**

 None

**5. To appoint a member as Editor**

 Proposed Cllr. R. Gadsby. Resolved

**6. To appoint a member to deal with administration**

 Cllr. Chapman explained what was required.

 Proposed Cllr. A. Hicks. Resolved

**7. Review of Magazine**

Positive reviews had been received. The only queries had been on dates of publications, which would be discussed later in the Agenda.

**7.1 Proof reading, format, style and content**

See below

**7.2 To agree a “statement of objectives” for the Magazine**

 See below

**7.3 To confirm and agree printing and any other costs**

 See below

**8. To agree frequency/dates of magazine publication (including dates for deadlines for articles)**

 Timing of Issues every five or six weeks was discussed. Five-weekly would result in ten issues per year and every six weeks would be approximately 9 per year. Consideration would have to be given to delivering. Costs were discussed, including costs per issue, costs of software in future. Software was provided by Cllr. Chapman currently through his company, which used the same software.

Mr. D. Hooker joined the meeting having had difficulties connecting.

 Costs/expenses would need to be paid if anyone volunteered to deal with the production. Mr. Hooker knew of a student in the village who may be interested in doing the graphic design and he offered to

 approach the family. There may be others he knew if not. Cllr. Chapman pointed out that the Parish Council could offer references for the work done.

 Proposed nine issues per annum. Resolved.

 Chair to list dates and circulate.

**02**

**7.1 Proof reading, format, style and content.**

 Agreed that content needed to be sent to the Editor, then forwarded to a proof reader for editing. Cllr. D. Gallant had carried out some proof reading and David Hooker offered to also do proof reading, which was agreed.

**7.2 To agree a “statement of objectives” for the Magazine**

 Cllr. Hicks suggested that a main objective was to give money to good causes in the village, but that may take 18 months, with more advertising income needed. Distribution capability needed to be balanced with advertising. Increasing advertising was discussed – the Chair would visit businesses in Aylsham the following day. Magazines and advertising leaflets could be left at Churches, supermarkets, etc. David Hooker proposed the following objectives:

 1. Inform and entertain

 2. Fostering a sense of community

 3. A forum for exchange

 4. A medium for advertising

 5. Self-financing within 12 months

 Financing the Magazine was then, discussed, including asking for donations, an application to the Sustainable Communities Fund for possibly, £3,000 to £3,500, possible larger organisation sponsorship for one issue in return for advertising. Mr. P. Wordingham offered to deal with a grant application, although that would not be immediately, but in a couple of months when his current commitments ended. Agreed.

**9. Advertising**

**9.1 Review of advertising to date**

 There were a number of advertisers to date, but more could help finances

**9.2 Future advertising, including costs, ideas, volunteers**

Advertisers formerly advertising in KIT could be revisited and approached. Suggested a firm of solicitors could be approached and other larger firms. Cllr. Gadsby offered to deal with that.

**10. In the event that Coronavirus restrictions prevent or restrict holding an Annual Parish Meeting in 2021, to discuss the Magazine replicating its objectives**

The possibility of holding the Annual Parish Meeting was discussed, but this would depend upon Coronavirus regulations. At this point, it was mentioned that the Garden Club had suggested they could run a sunflower competition in the village, to be grown in front gardens, with competition for tallest.

**11. Correspondence**

 Village Voice had been well received and seemed to be popular

 No other correspondence received

**7.3 To confirm and agree printing and any other costs**

 Cllr. Hicks to produce a spreadsheet. The latest printing costs were £202 plus £26 for leaflets. Income had been £260. Costs approved. Future costs noted, including software (currently no cost as Cllr. Chapman’s company software was used).

**12. Date of next meeting and close of meeting**

 The next formal meeting would be in July.

 There being no further business the meeting closed at 8.03pm