

WHISSENDINE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 23rd September 2015, in the Village Hall , Whissendine

Present

Chairman: Mr W Farr
Mrs L Arnold Mr R Comber
Mr T Edmunds Mr D Hatton
Mrs P Lake Mrs Cynthia Moss

In attendance

Mrs Jen Lacey - Parish Clerk
Mr Bob Lake - Grapevine Editor of many years experience
Mr Bryan Penny - current Grapevine Editor
Mr Bernie Carter - Grapevine printer

There were ten local residents present at the beginning of the meeting, including those specifically invited (as above) and a few more entered just after the meeting started.

The sole business of the meeting was to discuss the future of the Grapevine magazine in accordance with the resolution of the Council made at its September meeting (min: 09815). It had not been established whether Mr Penny could or would wish to continue as Editor. There had been no magazine published since June 2015 and Mr Penny had not contacted the regular advertisers about their requirements and payment for 2015-16. Without advertising revenue the magazine was not financially viable.

The Chairman welcomed those present promptly at 7.30pm.

Ex 0115: Apologies for absence All members of the Parish Council were present.

EX 0215: Statement from Mr Bryan Penny

Mr Penny gave apologies to the Parish Council and those present for not producing a monthly magazine as was his responsibility. He had successfully put editions together prior to the need to arrange for new annual advertising, but had stalled at this point, failing to contact the advertisers as was required.

He also admitting to compounding the problem as he had not asked for help at this point, in spite of having received offers of support.

The apology was acknowledged and the Chairman observed at this point that the purpose of the meeting was to ensure, if at all possible, that the Grapevine was once again published regularly monthly, rather than for there to be recriminations on the failure to achieve this recently.

Ex 0315: Information from Mr Lake on the work necessary to get the magazine printed each month.

Mr Lake explained that there four distinct tasks involved in getting the Grapevine published.

- It had to be compiled for printing on a monthly basis to carry the articles, adverts and notices contributed by 15th of each month to fill 20 A5 pages.
- Once printing was completed copies had to be bundled for the 25 volunteer distributors. These were two team leaders, one for each end of the village.
- In addition to monthly advertising the Grapevine carried 12 pages (inclusive of the cover) of regular adverts. These were assembled and printed annually. Therefore each year the advertisers needed to be contacted to ascertain whether they wished to continue and invoiced accordingly. Once the required content was known the template for these pages had to be put together.
- Alongside this work there were the administrative tasks of keeping records, maintaining an editorial and distributors account to be claimed from the PC, and liaising with the village website and rutnet.

Ex 0415: Questions and discussion

Both Mr Penny and Mr Carter contributed to giving answers to queries raised along with Mr Lake.

Information was requested on the software used for publication and whether the age of the computer operating system would be relevant. In response it was stated that software could be installed by Mr Carter and that it would not be necessary to have the most up to date Windows OS, rather it would be an advantage to run it with an older version.

Mr Lake was asked about the amount of time per month he had to dedicated to the Grapevine. He could be specific about the preparation for distribution (3 hours) and given to the annual advertising (about 4 hours), but other work was done as it came in rather than as a single period each month.

There was some discussion on whether the tasks could be split between a team rather than done by one person, with the conclusion that annual advertising could be separated out fairly easily.

It was noted from those that did advertise, or who wanted to advertise, thought it essential to get the Grapevine published again as quickly as possible.

Ex 0515 Offers of help and assistance

There was an offer to take on the role of editor, but the resident left the meeting part way through without giving detail on whether she could work with others, and stating that she did not expect to be wanted.

Mr Penny asked to continue as editor with support, doing only the monthly tasks that he was now familiar with.

The Clerk was prepared to contact the annual advertisers and prepare the necessary invoices. She would also liaise with those advertising monthly to pass on copy to the editor, and keep a record of payments received. However she preferred not to have to assemble adverts for printing.

Mr Lake offered to do this to assist with preparing for a November publication, and his offer was particularly welcomed by the printer.

Mrs Moss had acquired skills in proof reading and offered to support the editor in this respect.

Reassurance was given that the distributors were willing to continue.

Ex 0616

It was resolved unanimously:

1. That a there should be two editions of the grapevine published before Christmas; one as early as possible in November, and the other at the beginning of December.
2. Mr Penny would continue doing the monthly editing, He was asked to attend the monthly Parish Council meeting if possible, make regular reports to the Council, and ask for help immediately there was difficulty.
3. The Clerk would invoice existing advertisers, and add 10% to price of the 2014-15 rate as the cost of paper and ink had both risen considerably, and the advertising revenue was not covering the outlay required.
4. To accept Mr Lake's assistance with the annual advertising.

The meeting closed at 8.20pm