



Working for the Community in Rotherfield, Mark Cross,
Eridge Green, Boarshead and surrounding areas

**MINUTES OF THE MEETING OF THE
COMMUNICATIONS AND SOCIAL MEDIA COMMITTEE
HELD ON TUESDAY 20th October 2019 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

PRESENT

Cllr A Moore – Chair
Cllr J Richardson – Vice Chair

Cllr R Harris
Cllr L Henrick

Cllr A Martin

COUNCILLORS ABSENT

ALSO PRESENT

Adam Hardy (Council Administrator)

1. TO RECEIVE THE FOLLOWING: -

a) Apologies for absence (LGA 1972 s85):

Apologies had been received from Cllr Watson-Smith, Cllr Buck and Cllr Hiles.

It was **RESOLVED** that the absences be approved.

b) Declaration of personal, prejudicial and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.

None

c) To resolve that the Minutes of the meeting of this Committee held on 20th August 2019 be taken as read, confirmed as a correct record and signed by the Chair.

It was **RESOLVED** that these be confirmed and adopted as a true record and they were signed by the Chair of the Committee.

d) Update regarding matters arising and action items from previous meetings.

- **VE Day 75th Anniversary Commemoration – Information regarding interest in involvement from Village organisations and the Parish Council in events.**

A working party has been formed and will report back to the Parish Council Meeting on the Thursday 31st October 2019.

- **Surgery and Treasure Hunt Stall at St Denys' Christmas Market.**

Cllr Moore and Cllr Rignall have agreed to organise the stall and Adam Hardy has a rota of Councillors who will man the stall throughout the event.

Clerk to provide Cllr Moore with a map of the Parish that can then be blown up and printed as a treasure map.

- **Community Engagement Plan**

Cllr. Buck has organised a working party and will feedback to the December meeting of this committee.

- **Invitation to visit Year Six Class at Rotherfield Primary School.**

Cllr Henrick and Cllr Richardson attended, and the event went very well. The issues that had been identified were all issues that the council has on its Highways, Lighting & Transport Agenda.

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Tel: 01892 664245. **Email:** clerk@rotherfieldparishcouncil.co.uk

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- **Parish Council Christmas Card**

The idea of sending a Parish Council Christmas Card was discussed.

It was **RESOLVED** to not send a Christmas Card to parish households but to run a series of 12 days of Christmas posts through the Council's Social Media outlets.

Council Administrator & Cllr Buck to arrange the appropriate posts in December.

- **RSM – Fixed IP Address to improve internet facilities.**

This has been dealt with and £36 paid to RSM for this facility, the fixed IP Address is now up and running.

e. **Committee financial report and agree any actions required and consider and agree this Committee's budget and provisional list of projects for 2020.**

Financial reports were presented and no actions identified.

Draft Budget for 2020/2021 was presented and discussed:

Proposed Budget 2020/2021			
Cost Code	Communications & Social Media Committee	Budget	Notes
4151	Website Costs	400.00	<i>As before but allowing costs for new website</i>
4152	Communications	-	<i>Please close this cost code for next year as we are not really using it.</i>
4154	Advertising and Printing Costs	500.00	<i>Increased to include advertising for "Drop-In Surgeries"</i>
4155	Annual Newsletters	2,000.00	<i>Please rename this to just "Newsletters". Increased due to the cost of two newsletters a year.</i>
4156	Community Engagement Initiative	1,500.00	<i>Increased to include the work that Cllr Buck is undertaking with the Community Engagement Working Group.</i>
4403	Telephone Kiosk Project	-	<i>Please close this cost code for next year as the project will be concluded at the end of this year.</i>
New Code	Noticeboards	2,000.00	<i>Recommended that all noticeboards (not signposts) come under the responsibility of this committee. Please close cost codes in other committees where necessary.</i>
New Code	VE Day 75th Anniversary Celebrations	1,500.00	<i>A one off cost for this year's budget for the Parish Council to organise the VE Day 75th Anniversary Celebrations and Commemorations in line with the national Bank Holiday.</i>
Total:		7,900.00	

It was **RESOLVED** that the Draft Budget be approved ready to present to the Finance & General Purposes Committee meeting on 10th December 2019.

f Details of forthcoming Parish events for possible Councillor attendance.

Remembrance Sunday

Cllrs to be identified at October Parish Council Meeting.

School Christmas Favres

Cllr Moore to research dates and book a table. **Adam Hardy** to send email request for Councillors to attend.

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St Denys' Christmas Market

Adam Hardy to send around the rota to councillors who agreed to attend.

Bonfire Society Carol Concert

All Councillors to be encourage to attend.

2. RECEIVE INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE REQUIRED REGARDING THE FOLLOWING MATTERS: -

a) Appointment of Cllr Buck to this committee.

Cllr Buck had expressed a wish at the previous meeting of this committee to be appointed as a member.

It was **RESOLVED** that Cllr Buck be appointed to this committee.

b) Arrangements for the next Parish Newsletter – designing, printing & frequency.

It was noted that the newsletter had received many positive comments either by email or though the Drop-In Surgeries. The committee were happy with the design and printing from Rotherfield St Martin.

It was **RESOLVED** that two newsletters be produced next year and that RSM be asked to print and design them again. It was agreed to limit the local organisation flier to one per newsletter. A full quote from RSM would be sourced in advance of each newsletter.

Adam Hardy to contact RSM for a quotation and agree a date for the next newsletter which the council would like to publish in March 2020.

c) Guidelines for engaging on comments appearing on Social Media and adaptation of Social Media Policy.

The Clerk had asked for clearer guidelines on the degree to which the Council wanted to engage with Social Media posts both on our own group page and other Parish Groups. It was agreed that the engagement on social media should increase but no definite decision will be made until after the Community Engagement Working Group has met.

Adam Hardy to be asked to put this item on the agenda for the next meeting of this committee.

d) Feedback and Future Arrangements for “Drop-In” Surgeries.

Positive feedback has been received for the daytime surgeries. There has also been enthusiasm on social media for the forthcoming evening surgeries to be held at the Catts Inn. It was felt, however, that attendance at Drop-In Surgeries was low. Currently, surgeries are arranged until the end of December. A decision will be made at the December meeting of this committee about whether to continue with them.

Adam Hardy to add item on the agenda for the next meeting of this committee.

e) New Website Update

Adam reported that the new Website is proceeding at a good pace and hopes to be able to get the base site up and running by the end of the year. Cllr Buck is assisting by providing some of the text to be included on web pages. In order to speed up the creation process Adam has arranged to receive some WordPress training.

Cllr Henrick emphasised that the prime objective of this exercise was to replace the existing website with the same functionality but in a way that could be easily maintained and linked to social media to record ongoing progress and news.

Adam Hardy to present website at the December Parish Council Meeting with an aim for it to go live in the first week of January.

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f) Update on Phone Kiosk schemes.

Cllr Harris reported that he has engaged a carpenter to put shelves up in the Kiosk next to the school. This will be done next month and then it will be ready for books.

Cllr Buck to provide an update to Councillors on the "Pop-Up" Shop for the Kiosk in the village square.

It was agreed that it was not necessary to purchase any signage. The new uses of the Kiosks will be advertised on Social Media.

g) Consider response to HGV posters from Rotherfield Primary School.

Cllr Harris had received a selection of HGV posters from the Rotherfield School following the visit of Councillors last month. Cllr Henrick has offered to laminate these, and Cllr Moore will approach the Courtyard café about the possibility of displaying them in their window. Cllr Richardson agreed to respond and draft a letter to be sent in response to the children's posters.

Cllr Moore to contact the Courtyard Café.

Cllr Richardson to draft response for Year Six Children and then pass to the **Clerk** to be sent officially.

h) Notice board at Cuckoo Line Stores – Consider repair of backing or replacement with new noticeboard, possibly by the former public house sign subject to consent of landowner.

Councillors felt that it was not necessary to replace or relocate the noticeboard.

It was **RESOLVED** to replace the backing in this noticeboard.

Cllr Martin to arrange for the replacement of backing cork.

i) Parish footpath boards - arrangements for repair and cleaning

Councillors felt that a visual record of the footpath boards would be helpful before considering which boards needed repair/cleaning.

Clerk to photograph each of the boards for consideration at the next December meeting of this committee.

It was **RESOLVED** that, due to its condition, the footpath board in the Millennium Green Car Park should be repaired as soon as possible.

Cllr Martin to attend to repairs.

3. TO RECEIVE NOTICE OF DATE OF NEXT MEETING OF THIS COMMITTEE.

Tuesday 3rd December 2019 at 19:30 in Rotherfield Village Hall

4. REPORT DETAILS OF ANY URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.

None

5. PUBLIC FORUM.

None

Meeting ended at: 21:01

Adopted and signed as a true record at the 3rd December 2019 meeting of this committee.

.....Chair.....Date

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