



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

**NOTES OF "VIRTUAL" INFORMAL MEETING OF THE COUNCIL'S  
COMMUNICATIONS AND SOCIAL MEDIA COMMITTEE  
HELD ON TUESDAY 7<sup>TH</sup> APRIL 2020 AT 19:34**

**PRESENT**

Cllr A Moore – Chair  
Cllr J Richardson – Vice Chair  
Cllr L Buck

Cllr G Watson-Smith  
Cllr L Henrick

Cllr A Martin  
Cllr D Hiles

**COUNCILLORS ABSENT**

None

**ALSO PRESENT**

Adam Hardy (Council Administrator), Trevor Thorpe (Parish Clerk)  
and three members of the public representing Rotherfield Parish Pals.

**1. TO RECEIVE THE FOLLOWING: -**

**a Apologies for absence (LGA 1972 s85):**  
None

**b Declaration of personal, prejudicial and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.**  
None

**c Presentation on behalf of the "Parish Pals" regarding their work with Rotherfield St Martin to support the community during the current crisis.**

A presentation was given outlining the work of Parish Pals during the Covid-19 Crisis this showed their progress to date. A copy of the PowerPoint presentation will be sent out to accompany these notes.

The Parish Pals had concerns about General Data Protection Regulations (GDPR) and their standing as an un-constituted organisation. They enquired about the possibility of the Parish Council extending their GDPR policy to cover the work of Parish Pals.

Cllr Moore, on behalf of the Council, thanked all the "Pals" for the fantastic work they are doing during the Covid-19 crisis.

Cllr Henrick explained that no decision could be made at this meeting as the legislation for official virtual Council meetings did not come into effect in time to allow required notice to be given. It was suggested that the Finance & General Purposes Meeting on Thursday 16<sup>th</sup> April could be changed to a Full Council Meeting to allow for consideration of GDPR support to the Parish Pals. In the interim the Clerk, Council Administrator & Cllr Henrick would investigate GDPR implications for Voluntary Groups that had been formed to support vulnerable people during this crisis.

**Clerk** to reclassify the Finance & General Purposes Committee meeting on 16<sup>th</sup> April 2020 to a Full Parish Council meeting.

**Clerk, Council Administrator & Cllr Henrick** to investigate other voluntary organisations formed during the current Covid-19 crisis and GDPR requirements. A letter will then be sent to the Parish Pals to communicate their findings.

**Clerk:** Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

**Tel:** 01892 664245. **Email:** [clerk@rotherfieldparishcouncil.co.uk](mailto:clerk@rotherfieldparishcouncil.co.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on **Facebook**

At this point the three members of the public from Parish Pals left the meeting.

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

The Clerk presented the following items:

- **White Noticeboard above Rotherfield Stores** – Cllr Buck reported that they are amenable to the Council updating the white Fascia Board.
- **Phone Kiosks** – The Clerk reported that plans had been drawn up to put shelves into the kiosk by the school. Unfortunately, the workman have withdrawn. The Clerk had made enquiries of a local tradesman but has heard nothing back. He will make enquiries again once the Covid-19 situation passes.

**e Committee financial report and agree any actions required.**

The financial reports were noted and following questions/actions raised:

- **Christmas Social Events** – It was felt that these had been recorded under the wrong cost centre.

**Clerk** to investigate and report back at the Parish Council Meeting with Finance & General Purposes matters on Thursday 16<sup>th</sup> April.

- **VE Day 75<sup>th</sup> Anniversary** - Council Administrator reported that this event had been postponed and to avoid cancellation charges the date has temporarily been rescheduled to Saturday 15<sup>th</sup> August VJ Day, although this date is to be confirmed.

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

**a) Agree arrangements and publicity for the 13th May Annual Parish Meeting.**

It was agreed that the Annual Parish Meeting would need to be postponed and a date fixed later in the year when the Covid-19 crisis had passed.

**Clerk** to adjust meeting schedule.

**b) Reviving a Parishioner led Speedwatch Group in Parish.**

It was agreed that this item would be held over until the next meeting of this committee.

**Clerk** to add an item to the 16<sup>th</sup> June Communications & Social Media Committee agenda.

**c) Consider response from Parish Schools to the offer of providing “Hi Vis” vests for their pupils.**

Cllr Moore reported that no response had been received from either of the parish schools, but this was unsurprising given current events. It was agreed that this item would be held over until the next meeting of this committee.

**Clerk** to add an item to the 16<sup>th</sup> June Communications & Social Media Committee agenda.

**d) Review updated guidelines for “Operation London Bridge”.**

Council Policy Response had been circulated to Councillors prior to this meeting.

Council Administrator reported that given the current situation it would be good for the Council to adopt its Policy Response to the London Bridge Protocol. It was agreed that this could be done at the first legitimate virtual meeting of a Council Committee.

**Clerk** to add an item to the 14<sup>th</sup> April Recreation & Burial Committee Meeting.

**e) Eridge Parish Magazine – request “column space” for Rotherfield Parish Council**

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Cllr Buck had suggested that we enquire again about the possibility of having our monthly magazine article published in the Eridge Magazine as well as Rotherfield. Cllr Richardson explained that we had tried this before and were rejected as they felt they were represented by Frant Parish Council more. It was agreed there was no harm in making another approach.

**Council Administrator** to approach the Editor and enquire about the possibility of including an article each month.

**f) Expand the Council website to include details of Parish Clubs, Societies and other not for profit groups.**

The Council Administrator reported that a request had been received from the Twinning Association to include a page for their group on our new website. Cllr Buck reported that she had hoped that this would be the direction the new website would be going in its next development phase. It was agreed that this matter would not be pursued until after the Covid-19 crisis had passed, an item be put on the agenda for the next meeting of this committee.

**Clerk** – to place an item on the agenda of the 16<sup>th</sup> June Communications & Social Media Committee agenda.

**g) Information regarding the following Parish events: -**

**i. VE Day 75 and rearrangement details.**

The Council Administrator reported that the VE 75<sup>th</sup> Anniversary Street Party had been postponed and it was hoped that something could be arranged for VJ 75<sup>th</sup> Anniversary on Saturday 15<sup>th</sup> August. A full report will be made to the May Parish Council Meeting.

**Clerk** – to add an item to the May Parish Council Meeting agenda.

**ii. Rotherfield in Bloom.**

No update had been received about this item. Cllr Richardson agreed to speak with the community groups and individuals concerned but it was generally felt that we would be unable to go ahead this year due to the Covid-19 crisis.

**iii. Horticultural Society 120th Anniversary Show.**

The Council Administrator reported that a letter had been received from the Horticultural Society asking for a grant towards the costs of their Annual Show. The Clerk confirmed that an item had been placed on the agenda of the Parish Council Meeting with Finance & General Purposes Matters to be held on Thursday 16<sup>th</sup> April.

Cllr Henrick informed the committee that the Annual Show is due to be held on Saturday 22<sup>nd</sup> August.

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

Tuesday 16<sup>th</sup> June 2020 at 19:30 in Rotherfield Village Hall

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

None

**Meeting ended at: 21:14**

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