



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 2020 AT 19:30
HELD REMOTELY**

PRESENT

Cllr J Richardson – Chair
Cllr A Moore – Vice Chair

Cllr L Buck
Cllr D Hiles

Cllr A Martin
Cllr L Henrick

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam Hardy (Council Administrator)

1. TO RECEIVE THE FOLLOWING: -

a Public Forum:

None

b Apologies for absence (LGA 1972 s85):

Apologies had been received from Cllr R Harris

It was **RESOLVED** that their reason for absence be accepted.

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

None

d To resolve that the Minutes of the meeting of this Committee held on Tuesday 11th August 2020 be taken as read and 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.

e Update regarding matters arising and action items from previous meetings.

- The committee action plan was reviewed and it was agreed that everything was on track.
- Cllr Richardson provided an update on the latest Virtual Councillor Surgery and although no one attended it was agreed that we should continue to hold them. The next one will be scheduled following the publication of the Autumn Newsletter.

Cllr Richardson & Buck to set a date for the next surgery meeting.

- Cllr Buck confirmed that Ian Bassett had carried out repairs to the board at the Recreation Ground. It was agreed that Ian would also be asked to carry out repair works to the board at the Cuckoo Line Stores.

Council Administrator to arrange a meeting with Cllr Martin at the Cuckoo Line Stores noticeboard to assess cost of repair.

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

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It was discussed that it might be timely to update and replace the Parish maps located in Parish Map Boards across the area.

Cllr Moore to investigate possible source of funding.

Council Administrator to place an item to discuss on the 1st December meeting agenda for this committee.

- Update on Healthy Wealden Website:

The Council Administrator provided an update saying that he had reviewed the entries for the Parish which included providing Wealden with the correct images, address and information regarding where it was permissible to walk Dogs.

The Council Administrator reported that despite sending edits, corrections and photos none of these appear to have made it to the Healthy Wealden Website.

Council Administrator to contact Healthy Wealden to see if correct information can be edited.

- Update regarding Christmas Light Switch On

The Council Administrator confirmed that due to Coronavirus pandemic there are no plans to hold an event to include the switching on of the lights.

f) Committee financial report and agree any actions required.

The committee noted the financial reports. Cllr Martin asked where the money for repair to the noticeboards had been allocated too.

Council Administrator to ask Clerk to let committee members know where the noticeboard repairs had been allocated.

Cll Richardson raised concerns that the accounting software used by the council may be too for our purposes and whether alternative simpler software should be investigated.

Clerk to add item to the 10th December Finance & General Purposes committee to discuss with the Responsible Finance Officer.

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

a) Review Terms of Reference for this Committee

It was **RESOLVED** that no changes to the Terms of Reference were required at this stage.

b) Consider and agree this Committee's budget and provisional list of projects for 2021/22.

It was **RESOLVED** to provisionally propose the following budget for 2021/22:

The Council Administrator reminded the committee that a cost code will not drop off the budget for two years.

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Proposed Budget 2021/2022			
Cost Code	Communications & Social Media Committee	Budget	Notes
4151	Website Costs	-	Recommend closure of this code as Website expenses now taken out of IT
4152	Communications	-	Recommend closure of this code.
4154	Advertising and Printing Costs	525.00	
4155	Annual Newsletters	2,500.00	
4156	Community Engagement Initiative	1,500.00	
4158	Council Noticeboards	2,000.00	
4159	VE Day 75th Anniversary Celebrations	1,500.00	Rename post covid celebrations!
4403	Telephone Kiosk Project	250.00	
Total:		8,275.00	

c) Update on the Autumn Parish Newsletter and set provisional dates for 2021 newsletters.

The Council Administrator reported that the Autumn 2020 newsletter text had now been approved and sent to RSM for designing. The parish survey that the council had agreed to do is very small on A5 paper and it was suggested that it was printed on A4 double sided.

It was **RESOLVED** to print the parish survey on A4 paper double sided and to meet the additional costs.

It was agreed that we return to usual newsletter releases for 2021 with a March and September newsletter.

d) Consider communications to residents regarding Dog Fouling on Court Meadow Green.

It was agreed, that as notices had gone up already on Court Meadow Green and recent inspections had shown no signs of dog fouling, that no further action was required.

e) Review procedures for receiving and responding to Parishioners views & needs.

The Clerk had asked for the following to be reported to Councillors:

"Please can any future "procedures" agreed reiterate that Councillors should not commit to a particular line of action without:-

a) Ensuring that the Parishioners "need" is for something that the Parish Council has powers (and funds!) to deal with and.

b) Checking with Chair/Vice of Council or Committee concerned whether the matter requires discussing and agreeing action at Council/Committee level before acting or, if involving modest expenditure, delegated spending powers can be used?

It was agreed that this statement should be repeated under "Clerk' Updates and Issues" at the 29th October Parish Council Meeting.

f) Proposal for updating the Parish Walks leaflet, including the Old Burial Ground and possible employment of a graphic designer to assist with this process.

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Cllr Buck reported that she had been doing some investigating with regard to updating the Parish Walks leaflet. Cllr Richardson said that she felt that we could possibly do the redesigning of the leaflets without engaging a graphic designer and knew of a local artist who could be persuaded to offer their services on the project. It was agreed that Cllr Buck would meet with Cllr Richardson and the local artist.

Council Administrator to place an item on the 1st December meeting agenda of this committee.

g) Consider a proposal to update and amend the Rotherfield Parish Council logo.

Cllr Buck reported that we have a very low quality logo and would like to commission a designer to improve the resolution. Cllr Moore replied that she had an acquaintance who would undertake the work for us.

Council Administrator to send the png logo file to Cllr Moore for enhancement.

h) Consider sending out Parish Survey online through social media.

Cllr Buck had made a request to place the approved Parish Survey online as well as going out in the Newsletter in the first week of November. Cllr Richardson suggested that we needed to give the paper survey a chance. Concerns were expressed that by placing the survey online through social media we would get a large amount of people participating who do not live in the parish.

It was agreed to wait and see how many paper surveys we get back from the Parish Newsletter before reviewing if we wanted the survey online.

Council Administrator to add an item to the 1st December meeting agenda of this committee.

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

Tuesday 1st December 2020

4. REPORTS IN RESPECT OF THE "EXCHANGE" AND "BOOK EXCHANGE"

No change of usage for the exchange was suggested. Cllr Buck reported that the manager of the Book Exchange had asked if a hook could be fitted to hold the door open as it is very heavy to hold when browsing books especially for the children and elderly.

It was **RESOLVED** to fit a hook to the Book Exchange door. **Cllr Martin** agreed to undertake this work.

A parishioner suggested that the Kiosks could be decorated for Christmas. **Cllr Moore** agreed to decorate the kiosks with artificial snow.

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

None

Meeting ended at: 20:42

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

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