



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 8TH FEBRUARY 2022 AT 19:30
IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL**

PRESENT

Cllr J Richardson – Chair
Cllr J Cahan – Vice-Chair
Cllr L Henrick

Cllr L Buck
Cllr A Martin

Cllr D Hiles
Cllr P Beach

COUNCILLORS ABSENT

Cllr G Watson-Smith

ALSO PRESENT

Cllr B Johnstone & Adam Hardy (Parish Clerk)

1. TO RECEIVE THE FOLLOWING: -

a Public Forum:

None

b Apologies for absence (LGA 1972 s85):

Apologies for absence had been received from Cllr R Harris.

It was **RESOLVED** to accept the reason for absence.

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 Communication and Social Media Committee meeting held on 30th November 2021 be taken as read, confirmed as a correct record, and signed by the Committee Chair.

It was **RESOLVED** that the minutes were an accurate record and were signed by the Chair.

e Update regarding matters arising & action items from previous meetings:

- Clerk reported that the first three Saturday Drop-In Surgeries had been agreed and advertised.
- Clerk reported that the flyer and advertising had been published regarding the relining works at the Village Hall. This would be taking place on Wednesday 9th February 2022 and Cllr Martin would be on site to oversee this.

f) Receive committee financial report and agree any actions arising.

The finance reports were noted by the committee and no actions were identified.

Clerk: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU
Tel: 07969512099. **Email:** clerk@rotherfieldparishcouncil.co.uk
Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on **Facebook**

2. TO CONSIDER INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING ITEMS:

a) Review and discuss December 2021 Newsletter and consider setting up a mailing database for sending of future newsletters.

Councillors and Clerk reported that they had had lots of positive feedback following the December newsletter. One idea that had been raised was the possibility of having the newsletter delivered electronically rather than by post. It was agreed that this would be sensible for the future.

It was **RESOLVED** to create a database of parishioner's details with proper safeguards in place for those who wished to receive newsletters by email. **Clerk** to investigate and produce sign up form.

It was **RESOLVED** that the newsletter would continue to go out by post to all households who did not sign up for email communication.

b) Discuss and agree arrangements for a Spring/Summer Parish Newsletter

The Chair reported that because of the Jubilee this year a lot of the Parish Council's news would not be ready in time for a spring/early summer newsletter.

It was **RESOLVED** to have a four page spring/summer newsletter and a bumper December edition to include photos of this year's platinum jubilee celebrations. **Clerk** to liaise with RSM about the production of newsletters for 2022.

c) Receive update from the Platinum Jubilee Working Party

It was agreed that this item would be held over until the February Parish Council Meeting as the working party had not met yet. **Clerk** to add item to February Parish Council meeting agenda.

d) Resolve the date of the Annual Parish Meeting

It was **RESOLVED** that the date for the Annual Parish Meeting would be Saturday 28th May at 2:30pm. **Clerk** to book the Village Hall.

It was agreed to get costings for the afternoon tea catering. It was **RESOLVED** to get costings for 100 attendees. **Clerk** to get costings for consideration.

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

Cllr Buck reported that the shelves in the exchange and book exchange may be starting to bow. **Cllr Martin** agreed to inspect the exchange and book exchange and report back to the Clerk.

4. TO RECEIVE NOTICE OF THE DATE OF THE NEXT MEETING OF THIS COMMITTEE.

Tuesday 5th April 2022 at Rotherfield Village Hall Parish Council Room.

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

None

Meeting ended at: **19:58**

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