



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

**MINUTES OF THE MEETING OF THE
COMMUNITY ENGAGEMENT COMMITTEE
HELD ON TUESDAY 31ST OCTOBER 2023 AT 20:15
IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL**

PRESENT

Cllr J Richardson (Chair)
Cllr L Buck (Vice-Chair)
Cllr P Snelling

Cllr R Harris
Cllr B Johnstone
Cllr J Fryatt

Cllr D Hiles
Cllr P Turner

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam Hardy (Parish Clerk)

1. TO RECEIVE THE FOLLOWING: -

a) Public Forum:

None

b) Apologies for absence (LGA 1972 s85):

None

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 29th August 2023 be taken as read, confirmed as a correct record, and signed by the Committee Chair.

It was **RESOLVED** that these were a correct record and were signed by the Chair.

e) Clerk's updates on actions from previous minutes.

- ☐ Clerk reported that due to the work of the Council, the campaign to look after your pavement will be restarted in January 2024.
- ☐ Clerk reported that a meeting of the D-Day Working Party would be arranged in the next two weeks and would report back to the Committee in the new year.
- ☐ Clerk reported that the Parish Office is now open and has regular visits each day.

Clerk: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU
Tel: 07969512099. **Email:** clerk@rotherfieldparishcouncil.co.uk
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31st October 2023 - Community Engagement Committee Meeting - DRAFT Minutes.docx

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

The Chair reminded the Committee about the circumstances of the overspend on the Civic Celebrations cost centre.

The budget report was **NOTED** by the Committee.

2. RESOLVE THE 2024/2025 BUDGET AND PRECEPT REQUEST FOR THE COMMITTEE.

It was **RESOLVED** to put the following budget request for 2024/2025 to the Finance & General Purposes Committee:

102 - Communications & Social Media	2024/2025
4154 Advertising & Printing Costs	£0.00
4155 Annual Newsletters	£2,500.00
4156 Community Engagement Initiative	£3,000.00
4158 Council Noticeboards	£200.00
4159 Civic Celebrations	£2,500.00
4160 Parish in Bloom Project	£1.00
4403 Telephone Kiosk Project	£60.00
Total	£8,261.00

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

I. Discuss and resolve the agreement of 2024/2025 budget and precept for the Committee.

Clerk reported that this item had been duplicated on the agenda in error.

II. Receive updates on arrangements for the Winter Parish Newsletter.

Clerk confirmed that the newsletter was in progress and that drafting was nearly complete. The newsletter is still on track for a distribution date in the 1st week of December.

No flyers had been put forward for inclusion in this newsletter.

The Chair confirmed that the standard review would take place before the next issue, this would encompass design, printing and distribution.

III. Receive update on the Annual Parish Assembly 2024.

Clerk reported that he had not received suggestions of organisations and societies to invite and encouraged Councillors to pass these on as soon as possible. An invitation letter has been prepared and was ready to send.

Councillors to pass on suggestions to Clerk.

Current suggestions include:

- ☐ Wealden Citizens Advice
- ☐ Family Support Work
- ☐ Rotherfield St Martin

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- ☐ Crowborough & Rotherfield Art Group
- ☐ Rotherfield Players
- ☐ St Denys' & St Mark's Churches
- ☐ Good People Company
- ☐ Rotherfield & Mark Cross Bonfire Society

IV. Agree dates for future Drop-In Surgeries.

The Chair reported that one member of the public had attended the Drop In Surgery in October.

The Clerk said that the Parish Office was now receiving a steady stream of visitors since it opened. However, he felt that Drop-In Surgeries should still be held in Mark Cross and Eridge for those who may not be able to travel to the Parish Office.

It was **RESOLVED** to further advertise the Parish Office opening hours to encourage parishioners to call in with any issues.

It was **RESOLVED** to hold a Drop-In Surgery in February at the Huntsman in Eridge and in April at Mark Cross Community Centre. **Cllr Fryatt in conjunction with the Clerk** to make arrangements.

Cllr Harris reported that the Parish Council had been invited to take part in the St Denys' Church Christmas Market on Saturday 25th November. It was **AGREED** that as well as an opportunity to meet with parishioners the Council would run a Christmas Human Fruit Machine. **Cllr Johnstone in conjunction with the Clerk** to organise.

V. Discuss and resolve further actions for promoting the work of Rotherfield Parish Council.

The Clerk suggested two ways of further promoting the work of the Council in the Parish.

- 1) A small video would be recorded by the Chair following a Committee or Council meeting summarising what was discussed and the key decisions reached. This would begin with the Recreation & Burial Committee set for the 7th November 2023.
- 2) A monthly round up of what the Council has been doing to be circulated on social media. This would be designed by the Clerk and launched from January 2024.

It was **RESOLVED** to adopt both of these recommendations.

Cllr Buck informed the Committee that she had been working on a Welcome Pack. The Clerk informed the Committee that he too had been working on a Welcome Pack as per actions agreed at previous meetings. **Cllr Buck** to share her Welcome Pack with the Clerk.

4. REPORTS IN RESPECT OF THE EXCHANGE AND BOOK EXCHANGE

None



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

Tuesday 13th February 2024 – 19:30 – Upper Hall at Rotherfield Memorial Institute

- ☐ The Chair reported that she may not be able to attend the meeting. Cllr Buck confirmed she would be able to Chair if required.

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

- ☐ Cllr Johnstone & Cllr Fryatt attended a training course entitled Empowering Young Voices and will meet soon to look at suggestions to put to this Committee. Cllr Harris asked if this could include engaging the schools in the work of the Council. **Clerk** to add an item to the 13th February 2024 agenda of this Committee.
- ☐ Cllr Harris asked if the Council could do more to promote the Flexibus as it is often seen passing through the Village with no passengers. Cllr Fryatt will chase them up for some marketing information that the Council can use to promote the service.
- ☐ Clerk reminded Councillors that it is imperative that the Officers of the Council are aware of any meetings and communications. This will help in maximising Officer's time on projects/tasks and ensuring efficient management of the work of the Council.

Meeting ended at: **21:28**

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