



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

## **COMMUNITY & EVENTS COMMITTEE TERMS OF REFERENCE**

### **MEMBERSHIP**

- Membership shall consist of a minimum of four Council members elected annually.
- The Chair and Vice Chair of the Council are “ex officio voting members” of all Council Committees.
- A Chair and Vice Chair of the committee, elected at the Council's Annual Meeting, and the members appointed.
- A quorum shall consist of the Chairman and one further member.
- The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes, they may exercise their casting vote whether or not they gave an original vote.

### **THE COMMITTEE HAS DELEGATED RESPONSIBILITY AS FOLLOWS:**

- To promote the Parish Council and the work that we do
- To proactively engage with the community. Examples include Advice Surgeries, topical seminars, AGM, stalls at local events, one off meetings for relevant issues.
- To consider content for the website, Facebook and Twitter as necessary, with implementation on behalf of the committee by the Clerk.
- To produce a policy on Facebook, Twitter and website content with implementation on behalf of the committee by the Clerk.
- Raise with the Full Council appropriate issues that require consideration and decision-making.
- To deal with enquiries and issues raised by Parishioners about our communication and media facilities and content.
- To produce the Parish Council annual newsletter using material provided by the council chairman, the chairman of each committee and financial information provided by the Clerk.
- Review press and media policy and procedures annually or more frequently if required.
- Councillor Officers will collate ideas for Parish Magazine suggestions, draft the monthly news page, and send it to the clerk for editing and submission to the Parish magazine. The same document is to be posted on noticeboards and bus stop noticeboards each month.

*Las Edit: Monday, 13 October 2025 12:40 PM*

**Clerk & RFO:** Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU

**Tel:** 07969512099. **Email:** [clerk@rotherfieldparishcouncil.gov.uk](mailto:clerk@rotherfieldparishcouncil.gov.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) and on Facebook



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

### MEETINGS

- This Committee will meet a minimum of four times a year, with extraordinary meetings arranged as necessary.
- All Councillors are welcome to attend meetings of this Committee, but only those appointed to it may participate and vote.
- Agendas of all meetings will be drafted by the Clerk in conjunction with the Chair of the Committee.
- An officer of the council will record the minutes of all meetings. The office will circulate draft minutes to all Council members and publish them on the Council website as soon as they are available.

### REVIEW

- These terms of reference are to be reviewed annually. **Last reviewed – April 2025**

*Last Edit: Monday, 13 October 2025 12:40 PM*

**Clerk & RFO:** Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU

**Tel:** 07969512099. Email: [clerk@rotherfieldparishcouncil.gov.uk](mailto:clerk@rotherfieldparishcouncil.gov.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) and on Facebook