



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

**MINUTES OF THE MEETING OF THE  
COMMUNICATIONS AND MEDIA COMMITTEE OF ROTHERFIELD PARISH COUNCIL  
HELD ON TUESDAY 24<sup>th</sup> JANUARY 2017 AT 19:30  
IN THE ROTHERFIELD SCOUT AND YOUTH COMMUNITY HALL**

**COUNCILLORS PRESENT**

Cllr. Henrick, Chair      Cllr. Cahan, Vice chair      Cllr. R. Harris  
Cllr. L. Watts

**COUNCILLORS ABSENT**

None

**ALSO PRESENT**

Cllr. Martin      Cllr. Wickenden

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

**a) Apologies for absence (LGA 1972 s 85)**

Cllr. Hiles.

**b) Declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.**

None.

**c) To resolve that the minutes of the Communications and Social Media Committee held on 24<sup>th</sup> November 2016 be taken as read, confirmed as a correct record and signed by the Chair.**

It was **RESOLVED** that the minutes were approved. They were signed by Cllr. Henrick, Chair of the Communications and Media Committee. Reviewing matters arising from the previous meeting, the logo format for headings had not been finalised. Cllr. Watts re-circulated her earlier draft for agreement by Cllr. Henrick, Cllr. Thomas and Cllr. Watts.

**2. TO CONSIDER, MAKE RECOMMENDATIONS AND AGREE EXPENDITURE IF REQUIRED ON THE FOLLOWING: -**

**a) Review and Update of Press and Media Policy, Social Media Policy and Statement of Intent as to Community Communication and Engagement Strategy**

These documents had been reviewed by Cllr. Watts and compared with other Councils' Policies and she had concluded that the policies were generally fit for purpose but required some updating. The policies don't currently cover what we post on Facebook but this could be covered in the Clerk's job specification. It was noted that photo postings were popular with parishioners. The Clerk manages the Facebook page well and Councillors Watts and Henrick can also currently edit the page. Cllr. Watts raised the coverage of local businesses. The Clerk generally shares posts from local businesses and it was considered appropriate to support them. Cllr. Harris suggested that councillors should have an opt out if they did not wish to be named or featured on our Facebook page and this should be covered in the policy. Individual councillors should make the Clerk aware if they did not want to be featured.

It was agreed that Cllr. Watts would reconsider the policies in the light of her experience of her imminent training course. General Facebook guidelines should be included in the Clerk's job spec. and regular Facebook checks, particularly where parishioners are requesting information or a response. Cllr. Watts and Cllr. Cahan would review the policies together. This Committee can set policy in this area from its terms of reference. The Clerk should have the

responsibility to make Council Chairman aware of anything on social media that affects them. We currently have 289 followers.

**b) Arrangements for 10<sup>th</sup> May 2017 Annual Parish Meeting**

We agreed that the Annual Parish meeting should start at 7.30pm. We do not propose to have a guest speaker this year. The meeting format would be apologies for absence, introduction by Chairman, County Cllr., District Cllr., Parish Chairman, Clerk's report on Smith and Fermor charities and presentation by Chairmen of Committees and questions. Cllr. Cahan offered to assist Council Chairmen to prepare their presentations. More time would be provided for Parishioners to ask questions this year. Each Chairman would take questions after their presentation and we would finish with Highways which was expected to provoke the majority of interest. All members of the Highways Committee should be fully briefed to support Cllr. Martin and the Highways' presentation should cover all areas. We will invite parishioners to send in questions in advance of the meeting via the Clerk. Cllr. Harris will ask the Church to organise refreshments of wine, soft drinks, tea and coffee; refreshments to be purchased by the Parish Council with donations for refreshments to go to the Church. Cllr. Martin offered to ensure microphones were provided. Cllr. Watts would provide the roaming microphone. The Chairman should cover the War Memorial project. Presentations from Chairmen need to be with Cllr. Cahan mid April for her to assist. Clerk will invite district and County Cllr's and ask them if they wish to provide a PowerPoint presentation. Cllr. Harris asked if Cllr. Watts could prepare a short summary of police matters as police liaison officer.

**c) Neighbourhood Watch and Cold Calling Zones**

On the Neighbourhood Watch website, there are several schemes in Rotherfield but there are no active schemes. Support had been sought from Parishioners for a more active scheme and interest in pursuing a cold calling scheme but no interest had been forthcoming. Perhaps support would be found in more vulnerable members of the parish who might not be contactable via Facebook etc. Cllr. Henrick would pursue this with Cllr. Richardson and RSM. Cllr. Cahan suggested a poster in the Doctor's Surgery may elicit a response.

**d) Annual Newsletter**

The Annual Newsletter had not been produced yet. We proposed to produce one from the presentation material prepared by Chairmen to be available for parishioners. Then together with the annual allocation of roles at the May Parish Council Meeting we would produce the Annual Newsletter. Cllr. Henrick had been contacted by a new features editor at the Parish magazine about preparing an article on Highways.

**3. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE REQUIRING RESPONSE/ACTION**

None.

**4. TO CONSIDER URGENT ITEMS ON BEHALF OF OTHER COMMITTEES**

None

**5. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.**

Next meeting of this Committee is at 19:30 on Tuesday 28<sup>th</sup> March 2017 in the Village Hall.

**6. REPORT DETAILS OF ITEMS AND ISSUES FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA.**

Cllr. Cahan reported that the website was missing various documents. Only the Clerk has the documents to be uploaded. If Councillors are aware of any missing documents, please inform Cllr. Cahan. Cllr. Cahan will contact the Clerk to discuss. Cllr. Harris suggested that someone else should have access to these files in case the Clerk was unavailable.

Cllr. Wickenden has not had his tablet set up or received tablet training yet. Cllr. Harris will ask Cllr. Hardy if he can help in this.

The Chair declared the formal business of the meeting closed at 21.00.

## 7. PUBLIC FORUM.

None.

### Action points from the meeting:

1. Review the communications policy statements **Cllr. Watts/Cllr. Cahan.**
2. Prepare communications matters for the Clerk's job spec **Cllr. Henrick.**
3. **Cllr. Henrick** to ask Chairmen to prepare Annual Meeting Presentation material for Cllr. Cahan by mid April.
4. **Cllr. Cahan** to assist in presentation preparation for Annual Parish Meeting.
5. **Clerk** to invite District and County Councillors and ask if they wished to provide any presentation material.
6. **Cllr. Henrick** to provide publicity requesting parishioner questions in advance of the Annual Parish meeting.
7. **Cllr. Harris** to ask the Church to serve refreshments in return for donations to the Church, Parish Council to purchase refreshments.
8. **Cllr. Martin** to organise microphones.
9. **Cllr. Watts** to prepare a police liaison statement for the annual meeting.
10. **Cllr. Henrick** to discuss Neighbourhood Watch scheme with Cllr. Richardson/RSM.
11. **Cllr. Henrick** to prepare draft of the Annual Newsletter following allocation of roles Parish Council Meeting.
12. **Cllr. Cahan/all Cllr's** to inform Clerk of documents missing on the website.
13. **Cllr. Harris** to ask Cllr. Hardy to set up tablet and train Cllr. Wickenden.

**Adopted and confirmed as a true record at the 28th March 2017 meeting of the Committee**

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