



**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 28<sup>th</sup> MARCH 2017 AT 19:30  
IN ROTHERFIELD VILLAGE HALL**

**COUNCILLORS PRESENT**

Cllr. Henrick, Chair      Cllr. Cahan, Vice chair      Cllr. R. Harris  
Cllr. Hardy

**COUNCILLORS ABSENT**

None

**ALSO PRESENT**

Cllr. Martin.

**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> January 2017 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:

- Annual Meeting - The Clerk will be asked to purchase tea and coffee refreshments, Cllr. Henrick will purchase wine, the budget was set at £120 (£20 for tea/coffee/biscuits, £100 for wine).
- The Church will be serving the refreshments and will provide signs stating that donations for refreshments would go towards St Denys' fund.
- Cllr's. Hardy and Martin will arrange the microphone system to be provided.
- Cllr. Henrick will request a Police Liaison statement. Neighbourhood Watch had been pursued but no interest had been shown.
- Cllr. Hardy will pursue with Cllr. Wickenden his access to Dropbox. Cllr. Hardy is now an administrator for our Dropbox.

**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 policies could be amalgamated and simplified to some extent. The Press Policy should be for councillors to be clear as to whether their opinion was personal or given on behalf of the Parish Council and to use discretion whether to refer matters to the Clerk where they have been contacted for an opinion. Revised policy would be presented to the May Communications meeting, **CLERK** to add to agenda. Total page likes total for Facebook is currently 299.

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

Cllr. Cahan offered to present the Communication's presentation. Vice Chairs should be able to support the Committee Chairmen. Cllr. Henrick would prepare an agenda for the Annual Meeting. Councillors asked that the microphone be circulated by someone who was not a Councillor to enable them to concentrate on the questions, Cllr. Martin would find someone. A4 posters should be posted in bus shelters/shops advertising the meeting. 'Your chance to question your Parish Councillors on Parish matters'.

**c) Website Maintenance**

The Clerk is responsible for maintaining the website. In the transition to the new website some documents have been missed off. Cllr. Cahan is happy to help get the website up to speed but the Clerk should be familiar with what is required of the Parish Council. Some of the documents would appear to be out of date. The Clerk has access to all documents. The budget is currently missing. There are some documents that should be permanently available on Dropbox and posted on the website. Councillors are also unclear as to what documents the Parish Council is obligated to publish, can this advice be obtained from SSALC? The Clerk and the Chairman have had a meeting over the Clerk's responsibilities but we are awaiting a note of this meeting from the Chairman. Cllrs. Harris, Cahan and the Clerk will meet to discuss the documents required on the website to bring this up to date.

**d) Parish Guide**

The Clerk had been approached to produce another Parish Guide this year, where we had expected to produce one every two years. Cllr. Henrick noted that the guide was expensive to advertise in. Cllr. Cahan noted that the guide had required a lot of work to prepare. It was thought that small local businesses should receive concessionary rates to advertise in the publication. It was **RESOLVED** that as we were currently short of a Councillor, and with Councillor illness we did not wish to produce an updated Guide this year.

**e) Online Document Retention**

Individual councillors have problems with Dropbox which could be resolved. Planning meetings take up a lot of file space. Councillors need access to previous meetings' papers and minutes. It is preferable to keep these files in Dropbox rather than to access them via emails. It was **RESOLVED** to upgrade to Business Dropbox which is unlimited so that all files could always be accessible to Councillors and that all meeting files could be retained; this was expected to cost up to £15/month and could use the equipment budget or the communications budget.

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

None.

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

Bonfire Society Easter Egg Hunt 14<sup>th</sup> April – Parish Council has a stall.

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

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

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

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

**7. PUBLIC FORUM.**

None.

**Action points from previous meeting**

- 1. Cllr. Henrick** to prepare draft of the Annual Newsletter following allocation of roles Parish Council Meeting.

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**Action points from this meeting**

1. Review the communications policy statements **CLLR. HENRICK.**
2. For Annual Meeting. **CLERK** to purchase tea/coffee/biscuits, **CLLR. HENRICK** to purchase wine, **CLLR. MARTIN** to organise microphones. **CLLR. CAHAN/CLERK** Provide A4 posters to shops etc.
3. **CLLR. HENRICK** to prepare a police liaison statement for the annual meeting.
4. **CLLR. CAHAN/CLLR. HARRIS/CLERK** to meet to discuss documents missing on the website.
5. **CLLR. HENRICK** to inform Clerk we did not wish to publish a guide this year.
6. **CLERK** to purchase Dropbox Business and use as backup for all council files.

**Confirmed as a true record and signed at the 30<sup>th</sup> May 2017 meeting of this Committee**

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