



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

**MINUTES OF THE MEETING OF THE COMMUNICATION AND SOCIAL MEDIA COMMITTEE
HELD ON TUESDAY 19TH JUNE 2018 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

Members of the public and press are welcome to attend. At the start of the meeting, the public are invited to identify to the Chairman any Agenda item they would like to express a view on for a maximum of three minutes in total. The Public Forum at the end of the meeting gives an opportunity for the public to make statements or ask questions about matters not on the Agenda. When published, the minutes of this meeting can be viewed at Rotherfield library, on the Council's website www.rotherfieldparishcouncil.co.uk or by contacting the Clerk to obtain a copy.

PRESENT

Cllr. A. Hardy (Chair)
Cllr. R. Harris

Cllr. L. Henrick
Cllr. D. Hiles

Cllr. J. Richardson
Cllr. A. Martin

COUNCILLORS ABSENT

Cllr. G. Watson-Smith.

ALSO PRESENT

None.

1. TO RECEIVE THE FOLLOWING: -

a) Apologies for absence (LGA 1972 s85)

Apologies were received from Cllr. J. Cahan (Vice Chair) and Cllr Glynn and these were accepted.

b) Declaration 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 meeting of this Committee held on 1st May 2018 be taken as read, confirmed as a correct record and signed by the Chair.

It was **RESOLVED** that the minutes of the meeting be adopted as a true record and they were signed by the Chair.

d) Update regarding matters arising and action items from previous meetings.

May 1st meeting

2a) Facebook Group page. This is now "live".

ACTION: CLERK to add a message/banner to current page advising that it will cease to be updated from Monday July 3rd and encouraging current followers to "like" the new Group page. So far, the new page has 27 members.

2c) Rotherfield Village Hall WiFi.

Cllr Hardy has talked to Village Hall representatives who wish to install BT equipment.

ACTION: CLERK to circulate the quote for consideration of a Parish Council contribution to the June monthly council meeting.

2d) General Data Protection Regulations

Clerk reports the following:-

- We have now "signed up" with Satswana Ltd to be our Data Protection Officer.

- Clerk has submitted an Impact Assessment Review to them for their comments. **ACTION: CLERK** to forward the Impact Assessment Review to all councillors.
- Clerk is in the process of adapting/personalising the “model” policy documents provided by them as required by the Regulations. Aims to having these ready for review/adoption at the June PCM.
- Will be reviewing paper and digital records when time allows with the aim of destroying any no longer required. Due regard will be given to items of a historical nature which will be retained and offered to the County Records Office – “the Keep” - at Falmer.
- **RESOLVED** Council do not wish the Clerk to review paper and digital records until the policy to do so is approved. **RESOLVED** that no destruction of documents is to be undertaken, without the approval of the majority of the Council; any destruction which is undertaken without permission of the Council shall be dealt with accordingly.
- Recommends that alternative location is sought for the papers currently in store under the Pre-School. Local storage company in Crowborough charges £9 per week for their smallest storage area which it is claimed will hold “60 Medium boxes”. **RESOLVED** to not seek alternative storage solutions and not transfer any Parish records to the Keep.

2. RECEIVE INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING ITEMS

a) Review of Annual Parish Meeting and suggestions/recommendations for future format.

- PowerPoint control was poor and will be done by a dedicated operator next year.
- All presentation documents should be reviewed at monthly meeting before the annual meeting
- Gave impression of being dull and unprofessional

ACTION: Next communications meeting to consider the format of next year’s Annual Parish Meeting after reviewing alternative approaches. **CLERK** to add to agenda.

b) Arrangements for publication of a Parish newsletter.

ACTION: Cllr Richardson to investigate the cost of producing a short newsletter once a quarter.

c) Consider methods for improving dissemination of Council information to outlying areas of the Parish.

A newsletter will be investigated.

ACTIONS: Cllr Hardy will investigate joining the Frant Eridge Facebook group and we should post to this in the same way we do to the Rotherfield and Mark Cross pages.

ACTION: Cllr Henrick to investigate submitting to the Frant and Eridge Parish magazine

Cllr Hardy has discussed the positioning of a noticeboard at Eridge Station.

ACTION for **CLERK** to write to the Station or body managing it requesting to place a noticeboard. Cllr Richardson had attended Eridge Village Hall committee. They liked to contact their local clientele directly rather than by Facebook. Cllr Hardy has been approached by the secretary to meet with them and Cllr Harris.

ACTION: Cllr Hardy to forward our Councillor list to the Eridge Village Hall committee.

ACTION: Clerk to obtain postal addresses for Eridge and Boars Head from Wealden and Cllr Hardy will do a mailshot to this community informing them of Council details asking them to send an email if they would like to be contacted further by the council.

d) General Data Protection Regulations – progress update.

See Clerk’s report under item d).

e) Consider Roadside Advertising Policy drafted by Cllrs. Harris and Henrick.

ACTION: Cllrs Harris and Henrick will prepare this for the July PCM.

3. **TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE**
None.
4. **FORTHCOMING EVENTS FOR ATTENDANCE BY THE PARISH COUNCIL**
 - Cllrs Richardson, Henrick and Martin attended the Rotherfield Primary School summer fair.
 - **ACTION:** Cllr Hardy will book a table for the Summer Fair Saturday 14th July 12-5pm.
 - **ACTION: CLERK** will invite Rotherfield at Heart to a monthly meeting.
 - **NOTE:** The July Parish Council Meeting will not be moved to Eridge as Eridge is only available on Wednesdays at 8pm.
5. **RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE**
7th August – Parish Council Room, Rotherfield Village Hall, 19:30.
6. **REPORT DETAILS OF ITEMS AND ISSUES FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA**
None.
7. **PUBLIC FORUM**
None.

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

Draft minutes subject to confirmation as a true record