

ROOTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

MINUTES OF THE MEETING OF THE COMMUNICATIONS AND SOCIAL MEDIA COMMITTEE OF ROTHERFIELD PARISH COUNCIL HELD ON MONDAY 8TH FEBRUARY 2016 AT 19:30 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL

COUNCILLORS PRESENT

Cllr. J. Cahan (Chair).

Cllr. K. Curtis.

Cllr J Kitchenham.

Cllr. D. Hiles (Vice Chair).

Cllr. R. Harris.

Cllr. D. Thomas.

COUNCILLORS ABSENT

None

ALSO PRESENT

None

1. TO RECEIVE THE FOLLOWING:-

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

None.

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

None

2. TO CONSIDER AND MAKE DECISIONS REGARDING ANY ACTION AND EXPENDITURE ON THE FOLLOWING MATTERS

a) Rotherfield Official Guide content – To agree content to include in the guide prior to presentation to the Full Council for agreement.

It was agreed that we would ask the Clerk to contact Kevin Scott to ask if he can provide some pictures of all 4 seasons.

It was agreed that we would ask the publishers to consider the following requests:

- i. To choose a new photo for the front cover to distinguish from 2014/2015
- ii. To spread the parish map spread over two pages, portrait style
- iii. To increase the size of the village map to include more facilities. Rotherfield village map – too large, would prefer a larger map showing more of the village and the facilities.

It was agreed that the following Councillors would undertake the following tasks:

Cllr Thomas

1. **AGREED** to annotate the map of Rotherfield to include additional facilities such as scout hut, shops, courtyard café etc. It was agreed that this could be hand drawn onto a map of the village, and scanned to the publisher who would add the additional detail to their own map.
2. **AGREED** to update the 'Welcome' section of the editorial.
3. **AGREED** to contact The Rotherfield Players and The Friendship Group, to ask them to provide a summary of their organisation, with a maximum of 300 words.
4. **AGREED** to edit the editorial on the Twinning Association to reduce it to maximum of 300 words.

Parish Council Website: www.rotherfieldparishcouncil.co.uk

Email: rotherfieldpc@yahoo.co.uk, Twitter @RotherfieldPC and on Facebook

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ 01892 664245.

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Cllr Kitchenham

1. **AGREED** to update the editorial section on Open Spaces (to include details about cycle routes and the website address which links to walks in the area).

Cllr Cahan

1. **AGREED** to contact St Denys Church, Rotherfield Primary School, Rotherfield Pre-School and the Village Hall to ask them to edit their editorial to a maximum of 300 words.

Cllr Curtis

1. **AGREED** to contact Rotherfield Sports Club, Rotherfield St Martin, The Millennium Green and the Bowles Outdoors Club to ask them to edit their editorial to a maximum of 300 words

Cllr Harris

1. **AGREED** to contact The Allotment Association, the Bonfire Society and the British Legion to ask them to edit their editorial to a maximum of 300 words.

Cllr Hiles

1. **AGREED** to contact the Scouts to ask them if they would like to be included in the Guide, and if so to draft a 300 word editorial.

1. It was **AGREED** that the Clerk would be asked to update the contact list as it was hoped that he would have up to date contact details for most people already.

1. It was **AGREED** that everyone would email Cllr Cahan with editorial who would then liaise with the Clerk regarding submission. Cllr Cahan to forward action list to Councillors involved.

b) Annual Parish Meeting – To agree agenda, format, publicity and guest speakers.

AGREED that the order of meeting will be that the Councillors will present first. It was agreed that we don't need any outside speakers as there are a number of issues to discuss that the Council are working on. It was **AGREED** that currently the topics to be presented will be as follows unless a more urgent topic arises between now and May

- Communications and Media – embracing new technology and modernising council to reach new parishioners – Cllr Cahan
- Footpath to Jarvis Brook – James Kitchenham
- War Memorial Working party – speaker TBC
- Scout Hut – Cllr Harris and Cllr Hiles
- Policing – Cllr Curtis
- Finances– Cllr Clibbens or Clerk
- Chairman's report – Cllr Thomas is away so TBC

It was agreed that we need to hire microphones and overhead projector for PowerPoint presentations.

AGREED the Clerk to investigate cost and hire.

AGREED that won't have stands from local organisations.

AGREED want to improve refreshments to include wine, hot and cold food and soft drinks. Cllr Thomas to arrange and to use the Chairman's budget to pay for it.

AGREED that we need to brief full Council (Chairman and Vice Chairman of each committee) about their involvement and what they may be asked at the March monthly meeting. Agreed that the format is each Councillor will give their talk and then invite questions on each topic, with a time limit, and then have general questions at the end of the meeting to mop up. Agreed that we need to discuss advertising at the next communications meeting and structured agenda and discuss what District Councillors should be asked to talk about.

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- c) **Annual Newsletter – To agree arrangements for 2016 Newsletter, including timing of newsletter, content, what involvement is required from the Full Council.**
AGREED to discuss at March meeting.
- d) **Update on new website.**
AGREED that will instruct e-mango providing their quote is no more than £800 as parishcouncil.net have ignored all correspondence since the beginning of December 2015. Agreed that we need a formal written quote.
- e) **Facebook and Twitter content and posts.**
AGREED that we will reduce Wealden, East Sussex council and other wider community posts and will increase the number of local items. It was agreed that an item will be added to the agenda for the February monthly meeting to ask Councillors to take photos and ‘selfies’ to add to Facebook and website.
- f) **Next ‘Advice Surgery’ – March 2016. Details of location and Councillor Volunteers to host.**
AGREED that the advice surgery format will cease and will try and have stalls at village events instead. Cllr Harris to contact the Bonfire Society to see if there are stalls at the Easter Egg hunt. To report back at meeting in March 2016.
Discussed options like contacting School to give a talk / Q&A session, Rotherfield St Martins, friendship group etc. to give a talk and answer questions.
Agreed that will be discussed at next meeting.
- g) **To arrange venue and publicise a Public Consultation regarding forthcoming changes to rural policing and Pcsos to gather Parishioner views on their expectation for alternative arrangements.**
AGREED Cllr Curtis to arrange 3 consultation sessions, one afternoon session, one evening session and one session at Rotherfield St Martin.
AGREED Cllr Curtis to contact another Councillor from the Highways Committee to assist him and to contact directly.
AGREED the clerk to contact Withyam Council to find out how early they advertised their Annual Parish Meeting. Agreed Cllr Curtis to liaise with Clerk to confirm dates and room hire.
3. **TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.**
None
4. **TO RECEIVE DATES FOR FORTHCOMING MEETINGS.**
Next meeting will be held on 22 March 2016 at Rotherfield Village Hall.
5. **REPORT DETAILS OF ITEMS AND ISSUES FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA.**
AGREED that need to put some more posters in the bus shelters.
6. **PUBLIC FORUM.**
No one attended

Action List from meeting:

1. Add item to agenda for March monthly meeting to brief full Council (Chairman and Vice Chairman of each committee) about their involvement at the Annual Parish meeting and what Councillors may be asked by parishioners
2. Cllr Thomas to arrange refreshments for the Annual Parish Meeting

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3. Clerk to investigate cost and hire of microphones and overhead projector for power point presentations
4. Cllr Cahan to obtain a quote from e-mango to design a new website and providing their quote is no more than £800 Cllr Cahan to instruct e-mango.
5. Add an item to the agenda for the February monthly meeting to ask Councillors to take photos and 'selfies' to add to Facebook and website
6. Cllr Harris to contact the Bonfire Society to see if there are stalls at the Easter Egg hunt - to report back at meeting on 22 March 2016
7. Cllr Curtis to contact another Councillor from the Highways Committee to assist him and to contact directly
8. Clerk to contact Withyam Council to find out how early they advertised their Annual Parish Meeting.
9. Cllr Curtis to liaise with Clerk to confirm dates and room hire for public consultation on policing.

Confirmed as a true record at the

.....Chairman.....Date