



**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 30th MAY 2017 AT 19:30 IN ROTHERFIELD VILLAGE HALL**

COUNCILLORS PRESENT

Cllr. A. Hardy, Chair
Cllr. L. Henrick
Cllr. J. Richardson

Cllr. J. Cahan, Vice chair
Cllr. D. Hiles

Cllr. R. Harris
Cllr. A. Martin

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.

c) To resolve that the minutes of the Communications and Social Media Committee held on 28th March 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. Hardy, Chair of the Communications and Social Media Committee. Matters arising from the previous minutes are covered by the agenda. The Clerk had been informed that we did not wish to publish a copy of the Rotherfield Guide this year and he had informed the publishers. Cllr Cahan was pursuing what documents and policies the Council should have and what should appear on the website with SSALC.

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

a) Adoption of updated/combined Press and Social Media Policy, Social Media Policy and Statement of Intent as to Community Communication and Engagement Strategy

Deferred to next meeting.

b) Update and further action regarding use of Dropbox file sharing software and alternatives available

Cllr Hardy reported that the free Dropbox business trial had been stopped as it was not going to work as we had expected and would be too expensive to implement for all councillors.

Cllr Hardy had investigated the use of Microsoft OneDrive as an alternative. This is cheaper than a full Dropbox solution and would provide all Councillors with 1TB of storage which far exceeds the total storage of all Parish Council files. Councillors could choose to have a separate email address and they would also have online access to programs such as Word etc. Cllr Henrick noted that we had problems with Dropbox as some Councillors already had personal accounts and that these had interacted with the council Dropbox. We had investigated whether one person could hold a business account which the others could access; Dropbox have a minimum of three users and it was not known if others could access

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their files in a simple manner. Whichever system we adopt we would restrict the number of people with administrative powers to 3 and all councillors would need to be able to access the storage simultaneously. We could also employ a separate administrator to add and subtract users which would save the Clerk having to set up and maintain the users. A local supplier had offered to do this for £60.

Cllr Harris noted that it would be beneficial for councillors to have access to all files. Councillors gave up a significant amount of their time on Council business and being able to access all files would help them do this more efficiently. Cllr Cahan said that the council should be forward thinking; our work is becoming more document based and this system would also provide a backup for our files. Cllr Martin noted that we need quick access to files during meetings particularly when the public are present. Cllr Henrick noted that the current file management was an unproductive burden on the Clerk. Cllr Richardson noted that all Councillors would need to be trained on an equal footing.

The Council's budget did not have a specific allocation for this expenditure as these issues had not been foreseen, however the communications budget had sufficient funds to pay for this and should be reallocated. The annual cost of all councillors using OneDrive would be £600/year and £60 for set up. Councillors do not need to have a separate email address but can have one if they wish. Training would be provided for all councillors. Cllr Hardy would demonstrate OneDrive at 19:00 before the June meeting and then Councillors could request further training if necessary.

It was **RESOLVED** to go ahead with OneDrive including the administrative fee and that this should be funded by the Communications budget. **ACTION** Cllr Hardy to ask councillors which email address they would like to use.

Cllr Henrick noted that it might be helpful to advise new councillors to adopt a separate email address. We noted that currently the councillor details displayed on our website did not include email addresses or mobile numbers.

c) **Review of Annual Meeting**

The following points were reviewed: timing of some sections was too long. Questions were too repetitive and came from the same questioner. Clearly people expected the meeting to end at 21:30. A second microphone was needed for questioners to use. The start time of 19:00 for 19.30 was good. The Church providing refreshments was good. It was unfortunate that our County Councillors could not attend. The Chairman should ask parishioners to stand and identify themselves before asking a question. It was noted that our Chairman had been unable to attend and that this had been unexpected. Some external organisations (Pre-school and Rapid response) people had asked to present to the Parish. The format for next year will be chosen in the light of the issues at the time.

d) **Annual Newsletter Publication**

We had proposed to prepare a newsletter after the Annual Meeting and the monthly May meeting informing parishioners of committee membership and summarising the year's events. We had not produced one for three years. We had previously agreed not to post one to each household but to publicise it on the website and social media with a couple of hundred copies that people could collect from local businesses.

Cllr Richardson considered that the newsletter should present a more positive outlook highlighting what the council has and is trying to achieve. **ACTION: CLLR CAHAN** will send Cllr Richardson the Chairmen's summaries used to produce the Annual presentation. **CLLR RICHARDSON** will use this information to summarize the council achievements for the past year. **CLLR HARDY** will produce the 'who's who' section and combine these efforts in Publisher and circulate the finished item to this committee for comment. On agreement of the Annual Newsletter the **CLERK** will be asked to print 200 copies for distribution and to add it to the website and social media.

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e) Consider use of bus stop notice boards

These A3 boards were currently used for Council contact details and the occasional advert for a Council Vacancy. Cllr Hardy proposed that we should offer the use of our notice boards to village societies. **ACTION: COUNCILLORS** to let local societies know that this space is available (but limited). **Clerk** to add extent of councillor details to the next monthly meeting.

f) Village parking and considerate parking

This had been discussed at Highways. The aim was to ask people who live in the square to park considerately. The letter was aimed at those who live in the area of the former George to Lox. At Highways, it was mentioned that letters would need to also go to those on the other side of the road as they had reciprocal parking arrangements with the people opposite. As the request, we intended to make, to park close to the walls, was contrary to our previous intervention it was thought it might be better to knock on doors and have a letter to leave as the previous intervention was seen as officious. **ACTION CLLR HARDY** will consider what action is required in the light of this discussion when the Highways minutes are available, and speak to Cllr Martin and Cllr Kitchenham as to how to proceed.

Cllr Cahan suggested we conduct any considerate parking campaign re the school/Station road parking, disabled spaces, Eridge station etc. closer to the September school start. **ACTION CLERK** to add to next communications agenda.

g) Community Engagement on issues concerning the Parish

There was a general discussion on the need to engage the community at early stages of projects. Cllr Cahan noted that there are differing views on the Council as to how Community engagement should be taken on board. We should not get a reputation for consulting and then ignoring views. If we are going to elicit views, then we need to put weight on those views that we receive and that it should be clear that if people do not express a view then we do not assume that non-responders are in general agreement with a proposal but that they have no view on that proposal. It was also important for Working Parties to report regularly to their committees.

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.

The school have a Summer Fair on 1st July, Cllr Richardson and Cllr Harris can attend. **ACTION** Cllr Henrick will book a stall.

Next meeting of this Committee is at 19:30 on Tuesday 1st August 2017 in the Village Hall.

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

It was noted that the form to apply for the councillor vacancy was not available on the website (displays 'not published'). It was suggested that the closing date for applications be extended to July as this had not been available. This will be added to the Planning Meeting Agenda for consideration.

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

7. PUBLIC FORUM.

None.

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Action points from previous meeting

1. **CLLR HENRICK** to review the communications policy statements.

Action points from the meeting

1. **Cllr. HARDY** to ask councillors which email address they would like to use for council business.
2. **Cllr. CAHAN** will send Cllr Richardson the Chairmen’s summaries used to produce the Annual presentation.
3. **Cllr. RICHARDSON** will use this information to summarize the council achievements for the past year.
4. **Cllr. HARDY** will produce the ‘who’s who’ section and combine these efforts in Publisher and circulate the finished item to this committee for comment.
5. On agreement of the Annual Newsletter, the **CLERK** will be asked to print 200 copies for distribution and to add it to the website and social media.
6. **COUNCILLORS** to let local societies know that the bus stop boards are available for advertising (but space is limited).
7. **CLERK** to add extent of councillor details to the next parish monthly meeting
8. **CLERK** to add ‘Considerate Parking Campaign’ to next Communications agenda.
9. **Cllr. HENRICK** will book a stall for the Rotherfield School Summer Fair.

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

Draft minutes subject to confirmation

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