



**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 THURSDAY 8TH FEBRUARY 2018 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

COUNCILLORS PRESENT

Cllr. A. Hardy (Chair) Cllr. R. Harris Cllr. J. Richardson
Cllr. J. Cahan (Vice Chair) Cllr. L. Henrick Cllr. A. Martin

COUNCILLORS ABSENT

None.

ALSO PRESENT

Cllr. Watson-Smith.

1. TO RECEIVE THE FOLLOWING: -

a) Apologies for absence (LGA 1972 s85)

Cllr. Glynn submitted an apology after the meeting.

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

Cllr. Hardy and Cllr. Cahan declared an interest in item 2.f. as they may claim such expenses. Cllr. Hardy declared an interest in item 2.h as he is employed by a company associated with the Computer Studio.

c) To resolve that the Minutes of the meeting of this Committee held on 14th November 2017 be taken as read, confirmed as a correct record and signed by the Chair.

Draft minutes were circulated in advance of the meeting and it was **RESOLVED** that they be adopted as a true record. The Chair signed the minutes.

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

Cllr. Cahan spoke with Pennies at Mark Cross who have agreed to allow the Community Centre to use their Wi-Fi free of charge. The quote has been approved at the last full council meeting and we are waiting for the Community Centre to finalise the lease with the diocese before the Wi-Fi is installed.

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

a) To appoint Cllr. Nicola Glynn as a member of this Committee.

It was **RESOLVED** that Cllr. Glynn be appointed to this committee.

b) To review and agree action regarding Council's current "Facebook" page and its re-launching as a group page.

The following was **RESOLVED**:

1. That a business Facebook page be set up by the Clerk and the current page that is linked to his personal page be closed.
2. To continue with the same Facebook rules, which are as follows: -
 - i. Local business adverts are not re-posted/shared as it is considered that those following the Council page will already be following the local Group pages on which these posts will already appear.

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- ii. Posts should relate to publication of agenda and minutes of Council and Committee meetings, together with Highways related matters such as impending roadworks and issues reported to East Sussex Highways or Wealden DC.
- iii. That individual councillors should not post personal responses to issues raised by parishioners on the Facebook and a formal response should be made by the Clerk having liaised with the Chair of the relevant committee
- iv. That comments raised should be escalated to the relevant Chair committee and a response agreed and then posted.
- v. It is recommended that the first response should be to invite a parishioner to the relevant council meeting and that an item should be added to the agenda to consider the concerns or questions raised.

c) Review Considerate Parking Campaign and agree further actions.

- i. Cllr. Martin advised that some of the large posters have been damaged since they have been put up.
- ii. Cllr. Hardy and Cllr. Cahan advised that both Parish primary schools have written to parents in their newsletters to ask them to park considerately. Rotherfield school have recently had another complaint. Mark Cross school have asked parents not to park on the zig zags and have highlighted that they are working with the Council.
- iii. It was **RESOLVED** that Cllr. Cahan will put up the A4 laminated posters around the villages.
- iv. Cllr. Harris advised that he received a voicemail from an unknown parishioner complaining about parking on the verge opposite the Highgate flats. It was considered that this area is Highways land over which the Council have no powers.
- v. Cllr. Hardy advised that he put notices on all the cars outside of Eridge station, and the ticket office received a lot of complaints from commuters saying they weren't doing anything illegal. Cllr. Hardy spoke to the owners of the Huntsman who complained that their wooden signs had been damaged by cars knocking them as they drive past. Cllr. Hardy advised that there is a consultation to increase the size of the car park but, as it is never full, increasing the capacity will not improve the situation.
- vi. Cllr. Harris advised that the Council have been trying to improve the situation for many years and that previous efforts had persuaded Southern to increase the capacity by 20 spaces.

d) Consider and approve HR Agency Terms of Business to assist the Council with HR.

- i. It was noted that at a previous Council meeting approval was given to instruct an HR agency.
- ii. Cllr. Cahan advised that an agreement has been reached with GA Human Resources regarding terms of engagement.
- iii. It was **RESOLVED** that the Council will engage GA Human resources and, subject to the date of the agreement to be the date that payment is made, it was agreed the payment of £65 (Plus VAT) be paid monthly for three months to GA Human resources.

e) Agree arrangements for visiting Rotherfield Primary School in response to their letters for more play equipment in the Recreation Ground.

Cllr. Hardy has emailed Rotherfield school today to arrange a visit. It was agreed that Cllr. Watson-Smith and Cllr. Hardy will visit the school and liaise with them directly to arrange the meeting.

f) Create a short policy confirming the support of the Council for Councillors claiming annual allowance to assist with paying carers/babysitters.

Draft Carers Expense policy was circulated to Councillors in advance of the meeting. It was **RESOLVED** that it be approved and implemented.

g) Discuss and agree arrangements for the Annual Parish Meeting on 16th May.

The following resolutions were passed: -

- i. That Chairs of Committees make a short presentation to the meeting about the work undertaken by their Committee in the previous 12 months; Presentations also to be made in respect of the War Memorial project and Rotherfield Surgery.
- ii. Cllr. Hardy is to ask the Church to serve the refreshments.

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- iii. Cllr. Cahan will prepare PowerPoint presentations for any Chairs who do not wish to prepare one themselves.
- iv. Clerk to arrange for the usual large posters to be made and displayed around the Parish, and for notices to be published on Facebook, Council website and in the Parish Magazine.

h) Consider Purchase of Windows/Android Tablets for Councillors to access emails and documents.

Cllr. Hardy advised that cost of an Android option is £155, and that of a Windows version as recommended by Computer Studio is £200. Cllr. Hardy and Cllr. Cahan agreed that the Council work involves a large amount of email correspondence each week and a lot of issues do need to be dealt with during Councillor's working days. It was also noted that many documents need to be considered in preparation of the approximately 48 Council and Committee meetings per year; it was considered a reasonable expense for the Council to purchase tablets for those Councillors who did not already have a device that allows them to access council emails and documents. The tablets will remain the property of the Council and if a Councillor resigns it will be returned and offered to their replacement.

It was **RESOLVED** that 4 tablets be purchased for Councillors at a total cost of £800, providing that all the Councillors identified as requiring a tablet confirm with Cllr. Hardy that they wish to be issued with one.

i) Agree Parish Council attendance at Village Events for 2018.

It was **RESOLVED** that Councillors will attend the following events: -

- Bonfire Society Easter event.
- Mark Cross and Rotherfield School summer fairs.
- Bonfire society summer fair.

3. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE

None.

4. FORTHCOMING EVENTS FOR ATTENDANCE BY THE PARISH COUNCIL

None.

5. RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE

24th April 2018 in the Parish Council Room, Rotherfield Village Hall, and starting at 19:30.

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

Cllr. Harris will request the Clerk to contact the Bonfire Society to enquire if they are interested in undertaking a "Rotherfield in Bloom" project with the Council, who would provide an agreed budget with the Society providing volunteers to undertake the work involved.

The Chair declared the formal business of the meeting closed at 20:55.

7. PUBLIC FORUM

No members of the public attended

**Adopted and signed as a true record
at the 1st May 2018 meeting of this committee**

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