

ROTHERFIELD 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 TUESDAY 22ND MARCH 2016 AT 19:30 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL

COUNCILLORS PRESENT

Cllr. J. Cahan (Chair). Cllr. K. Curtis. Cllr L Henrick.
Cllr. D. Hiles (Vice Chair). Cllr. R. Harris.

COUNCILLORS ABSENT

None

ALSO PRESENT

Cllr A Martin.

1. TO RECEIVE THE FOLLOWING:-

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

Cllr J Kitchenham. Cllr. D. Thomas.

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) Co-option of Cllr Henrick onto the Communications and Media Committee.

It was **RESOLVED** that Cllr Henrick be appointed as a member of this Committee, CLERK to update records accordingly.

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

It was **AGREED** that as Cllr Curtis advised that PCC Katy Bourne cannot attend the Annual Parish Meeting that Cllr Curtis and Cllr Thomas will contact Chief Inspector Rob Leet to ask if he would attend the Annual Parish Meeting.

It was **AGREED** that Cllr Curtis and Cllr Thomas will propose that Chief Inspector Leet should be asked to give a talk for no more than 15 minutes on neighbourhood policing, with up to 15 minutes of questions following his talk. It was **AGREED** that if he is not available we will approach someone from ESCC Highways. It was **AGREED** that if Chief Inspector Leet is not available that Cllr Martin will liaise with Cllr Clibbens regarding a suitable contact to approach at ESCC.

It was **AGREED** the following timetable will be used as a guide, subject to adjustment once Cllr Cahan has considered last year's agenda has been considered.

7.30 – Doors open for refreshments

8pm – Meeting starts

Apologies for absence

Introduction from each Councillor

District and County Councillors

Minutes of previous meeting

Financial report

Chairman's speech

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.

Communciation and Social Media Committee meeting 22 March 2016 FINAL DRAFT MINUTES.doc

Report on Smith & Fermor charities
(to attend from 8.30pm) Guest Speaker – 15 minute talk max and 15 minutes questions max
Presentations from Committee Chairmen – no more than 5 minutes per person (update on past 12 months and plans for the future 12 months)
Questions at the end

It was **AGREED** that we will only provide tea and coffee refreshments. They are to be provided before the meeting starts and at the end of the meeting. It was **AGREED** that Cllr Harris is to contact St Denys to provide refreshments.

It was **AGREED** that Cllr Cahan will liaise with the Clerk regarding an update on hiring equipment for speakers and microphones at the meeting.

c) Annual Newsletter – To agree arrangements for 2016 Newsletter, including timing of newsletter, content, what involvement is required from the Full Council.

It was **AGREED** that we are not going to post a Newsletter to every household. It was **AGREED** that we will publish a Newsletter on the website, Facebook, Parish magazine, and will provide hard copies for village facilities and businesses for Parishioners to take home.

It was **AGREED** that the newsletter will be circulated in the Autumn, half way through the financial year. It was **AGREED** that Committee Chairmen will be contacted nearer the time of circulation to provide editorial.

d) Agree Budget requirement for this Committee for consideration at the meeting on 19th April of the Finance and General Purposes Committee.

It was **RESOLVED** that the following budget will be recommended to the Finance and General Purposes Committee:

Website Costs (1st year service charge) - £300
Public meetings, village stalls and Annual Parish Meeting - £700.00
Facebook Campaign Costs - £200
Advertising and Printing Costs, Digital Logo costs - £800
Communication Provision and other contingencies - £2000

e) Bonfire Society Easter Egg Hunt – Friday 25 March 2016.

It was **AGREED** that the following Councillors who have volunteered to attend the stall at this event, be asked to man the stalls at the following times:

10.30 – 11.15am – Cllr Harris, Cllr Gilbert and Cllr Henrick
11.15am – midday – Cllr Cahan, Cllr Watts, Cllr Curtis and Cllr Martin

It was **AGREED** that we will hold a general stall for Parishioners to ask any questions. It was **AGREED** that Cllr Henrick will prepare a poster advertising the Annual Parish Meeting, to be used at the stall. It was **AGREED** that Cllr Martin will add posters to the bus shelters advertising our presence at the Easter Egg Hunt.

f) Agree wording of briefing note for press and social media giving background to the increase to the Precept for 2016/2017.

The following wording was AGREED to be included in a press release about the precept for 2016/2017.

After careful consideration the Council has increased the Parish Council element of the Council Tax by 18.1% for the financial year 2016/2017, giving a total budget of £90,000 (Clerk to check this figure is correct) For the owner of a Band D property this will amount to a monthly increase of 73 pence on last year's Parish Council element of Council Tax. (Clerk to check this figure)

Approximately 3,500 people live in our 20 square mile Parish, with 1,100 people in Rotherfield village alone, making ours one the largest and most rural parishes in East Sussex.

We are increasingly having to take over responsibilities within the Parish that were previously funded by Wealden District Council and East Sussex County Council, who no longer do so due to cuts in their own services. Some costs that were previously fully funded by Wealden or East Sussex will now only be met if Rotherfield Parish Council match the funding provided, and more and more Rotherfield Parish Council are required to fully fund costs ourselves that were previously fully funded by other organisations.

Our annual expenditure includes general maintenance of the whole Parish including public spaces, St Denys' cemetery, the burial ground, and highway verges. East Sussex Highways no longer maintain the 160 street lights in the Parish and at a cost of £1,300 each, this will be an increasingly significant annual cost to repair and replace.

We continue to support Parishioners who use the bus services, by financially contributing to the rural bus service scheme to ensure that Rotherfield, Eridge and Mark Cross continue to receive a bus service. We also continue to provide grants to local community organisations who play an important role for many members of the Parish.

Rotherfield Parish Council have increased the budget for 2016/2017 in order to meet our obligations to the Parish as well as to provide for other expenditure for the benefit of the community.

Every Parish Council meeting is open to the public, and all expenditure is approved in advance. The Clerk presents a monthly financial report, and the Council is audited every year by a Government-appointed external auditor.

3. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

None

4. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Next meeting will be held on 3 May 2016 at Rotherfield Village Hall.

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

6. PUBLIC FORUM.

No one attended

Action List from meeting:

1. Cllr Curtis and Cllr Thomas to ask Chief Inspector Leet to talk at the Annual Parish Meeting. To update the committee by email regarding the outcome.
2. Cllr Cahan to contact the clerk for a copy of the agenda for the 2015 Annual Parish Meeting and Cllr Cahan to review the proposed timetable for the Annual Parish Meeting for this year.
3. Cllr Harris is to contact St Denys to provide refreshments at the Annual Parish Meeting.
4. Cllr Cahan to contact the Clerk for an update on the hire of equipment for the Annual Parish Meeting
5. Cllr Henrick to prepare a poster advertising the Annual Parish Meeting, to be used at the Easter Egg Hunt stall and also a poster advertising our presence at the Easter Egg Hunt.
6. Cllr Martin to add posters to the bus shelters advertising our presence at the Easter Egg Hunt.

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