

b) Agree final format, size and layout for use of new Council logo on documents and other items.

Cllr. Henrick has been liaising with Cllr. Watts regarding the template. Cllr. Watts is to amend the heading including sizing and font. It was **RESOLVED** that Cllrs. Henrick, Watts and Thomas will make the final decision without the need to return to the committee.

c) New website, maintenance of website, use of photos.

Mr Scott has offered his photographs free of charge, with a reference to him to be included on the website. It was **RESOLVED** that Cllr. Henrick will choose 4 seasonal photos to go onto the website and will then liaise with Kevin Scott to obtain the digital copies to add to the website. We had been advised that a greater number of photos would cause the website to run slowly.

Cllr. Henrick advised that the maintenance of the website is proving to be problematic. Cllr. Cahan has offered to meet the clerk to help with training, and suggested that the Clerk contact the web company for further training. It was **RESOLVED** that Cllr. Cahan will follow up with the Clerk regarding any further training on using the website.

It was **RESOLVED** that Cllr. Cahan will liaise with the website company to add details about the defibrillator to the website.

d) Correspondence log and clerk's facilities.

The Clerk had produced a draft example of a correspondence log. He had listed all correspondence but the intention was just to log complaints received by parishioners and the Council's actions to address the correspondence. Cllr. Henrick will clarify the intention of the log. It was **RESOLVED** that Cllr. Henrick contacts the Clerk to clarify the purpose of the complaints correspondence log.

The Clerk's comments on equipment needs were noted, but the Committee felt that the resolutions made at the July meeting were appropriate and that the Clerk should have a laminator (these are very inexpensive) and a new colour printer when the existing contract could be terminated, probably in December. Cllr. Henrick will contact the Clerk to check whether notice is required on the current leased printer.

Cllr. Hiles advised that good quality colour printers with scan facilities are available for around £200. It was **RESOLVED** that Cllr. Hiles will liaise with the Clerk regarding his printing and scanning requirements and will then make a recommendation at the next meeting of this committee in November.

e) Dropbox training and administration.

Concerns were raised by some Councillors at the full council meeting in August regarding use of and training in Dropbox. It was **RESOLVED** that Cllr. Hardy will prepare a short guide on how to use Dropbox to send out to all Councillors and will email all councillors asking them to contact him directly if they would like individual training on their home equipment.

f) Potential Parish meeting to discuss telecoms mast in the village.

Cllr. Henrick advised that 'Shared Access' have approached the Parish Council about a mast to be placed on the Recreation ground. It was reported that Framfield Council had received £40,000 for the placement of a mast on their recreation ground. Another mast has been proposed at Highfields Farm which is currently going through the planning application process. The decision is likely to be made by Wealden Council in the next 2 or 3 weeks. At the Planning and Building Committee meeting to consider this application there were a number of parishioners who objected to this application. Should this application fail, it was considered that it would be helpful to hold a Parish Meeting to discuss possible siting etc. of a mast on the recreation ground.

It was **RESOLVED** that if the Highfields farm application failed that we will arrange a Parish meeting to discuss the Shared Access proposal.

g) Information on future Parish events at which attendance is recommended.

No one was aware of any upcoming events but it was agreed that Councillors will contact Cllr. Henrick if they become aware of any possible parish events that we could attend.

2. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE REQUIRING RESPONSE/ACTION

None received.

3. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Next Communications and Media meeting will be Tuesday 15th November 2016.

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

1. Add item to November agenda to consider temporary Vice Chair for Committee while Cllr. Cahan is on maternity leave.
2. Cllr. Wickenden asked that when the next edition of the Rotherfield Guide compiled that we include a map of footpaths around the parish.
3. Cllr. Martin raised the possibility of council meetings in Mark Cross now that the Village Hall has been closed. Cllr. Hardy will contact Mark Cross School to see if it is possible to hire the school hall. An item to be added to the next full Council meeting to consider holding some meetings in Mark Cross.

5. PUBLIC FORUM.

No members of the public attended.

The Chairman declared the meeting ended at 20.45

Adopted as a true record at the 15th November 2016 meeting of this Committee

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

ACTION POINTS FROM 6 SEPTEMBER 2016 COMMUNICATIONS MEETING:

1. **Cllr. Henrick** to contact Committee Chairs for contributions to the Annual Newsletter.
2. **Cllr. Henrick** to ask the Clerk to include Cllr. Hardy as a member of this committee.
3. **Cllr. Henrick, Cllr. Watts and Cllr. Thomas** will agree the format for the logo and header for use in documents.
4. **Cllr. Henrick** will choose 4 seasonal photos to go onto the website and will then liaise with Kevin Scott to obtain the digital copies to add to the website.
5. **Cllr. Cahan** will follow up with the Clerk regarding any further training on using the website.
6. **Cllr. Cahan** will liaise with the website company to add details about the defibrillator to the website.
7. **Cllr. Henrick** contact the Clerk to clarify the purpose of the complaints correspondence log.

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Parish Council Website: www.rotherfieldparishcouncil.co.uk Twitter [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

8. **Cllr. Hiles** will liaise with the Clerk regarding his printing and scanning requirements and will then make a recommendation at the next meeting of this committee in November.
9. **Cllr. Hardy** will prepare a short guide on how to use Drobox to send out to all Councillors and will email all councillors asking them to contact him directly if they would like individual training on their home equipment
- 10 **Cllr. Henrick** will arrange a Parish Meeting to discuss the Shared Access proposal if the Highfields farm application fails.
- 11 **Clerk** to put on November agenda an item to include temporary appointment of a vice chair to cover Cllr. Cahan's maternity.
- 12 Next edition of the Rotherfield Guide to include footpaths (2018).
- 13 **Cllr. Hardy** to ask Mark Cross School about the possibility of holding a Council meeting there. **CLERK** to add agenda item to September Council meeting to consider holding a meeting at Mark Cross.