



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 TUESDAY 14<sup>TH</sup> NOVEMBER 2017 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**COUNCILLORS PRESENT**

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

**COUNCILLORS ABSENT**

None.

**ALSO PRESENT**

Cllr. N. Glynn

**1. TO RECEIVE THE FOLLOWING: -**

**a) Apologies for absence (LGA 1972 s85)**

Apologies for absence were accepted from Cllr. Hiles and Cllr. Richardson.

**b) Declaration 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 meeting of this Committee held on 1st August 2017 may 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 Committee.

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

Items from 1<sup>st</sup> August 2017 meeting of the Committee

**a) Agree details of format, policy and launch date of Considerate Parking Campaign**  
Item on this agenda.

**b) Review and Update of Press and Media Policy, Social Media Policy and Statement of Intent as to Community Communication and Engagement Strategy.**

See item 2 c) ii on this agenda.

**c) Agree on new additional administrators for the Parish Council Social Media Accounts and Website.**

See 2 c) iii on this agenda.

**d) Consider purchase of a banner and a Sussex Flag for St Denys**

Cllr. Henrick has ordered a banner for use at fairs/surgeries at a cost of approximately £60.

Cllr. Harris has located the Parish Council's collection of flags and has arranged for them to be put up on the appropriate dates. It was **RESOLVED** that we purchase two 'Sussex flags' for use on Sussex Day at the Church and the Village Hall.

**e) Discuss and approve list of documents to be published on the website.**

The Community Profile from ACRES was made available by the Clerk to village groups, feedback from several of them suggests that the modest expenditure on this useful "package" of information was worthwhile and appreciated.

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The Council email addresses have been updated to the new version. All councillors are now using the [forename.surname@rotherfieldparishcouncil.co.uk](mailto:forename.surname@rotherfieldparishcouncil.co.uk) address either directly or by invisible redirection to their home email.

**ACTION:** The spare tablet would be offered to Cllr. Watson-Smith for him to access his council emails.

**ACTION:** Cllr. Hardy reported that the assessment of the documents available on the website was ongoing.

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

**a) Consider and agree budget and precept requirements for 2018-19 and any medium-term projects for which provision should be considered.**

There was some discussion of the allocation of costs already incurred. It was **RESOLVED** that

- '4151 Website costs' should be part of office/admin costs; this item would be removed from the Communications and Social Media budget for 2018-19.
- '4152 Public Meeting and Surgery' In the ledger, £688.40 for the item 'Annual sub and email config' should be reallocated to office costs to show a more accurate allocation. The ongoing annual costs should be included in office/admin. costs rather than, as initially instructed, be placed in the Communications and Social Media budget. This would leave a sufficient amount in this budget should a public meeting be required later this financial year, and give a more accurate allocation of costs.
- '4152 Public Meeting and Surgery' Should be retitled 'Communications' set at £3000 for 2018.
- Delete costs codes 4153, 4154, 4155 and 4156.

**ACTION** Clerk to update budget as resolved.

**b) Review policy for co-options and consider improvements to the way in which vacancies are advertised.**

The current policy was circulated prior to this meeting. SSALC had been consulted and said that the debate about candidates should be in public; although SSALC knew of councils which did not operate like this. SSALC considered candidates should submit CV, be questioned on the CV and then there should be a vote in public. Cllr. Harris considered that it was disruptive to council business to change policies throughout the year every time someone goes on a course. This year urgent items, co-option and financial regulations have been questioned through consulting SSALC which had created too much change.

It was useful to go on courses but changes should be considered at the annual reviews of policies and standing orders. The list of documents for the website includes review dates, at which time change could take place following a review. Councillors raising matters following attendance at courses should be considered at an annual review rather than for urgent adoption. It was **RESOLVED** to review the co-option policy with Standing Orders in the New Year. Council will review policies in February for adoption in April each year; all Councillors should be informed that learning from courses would be considered as part of this process.

**ACTION** Cllr. Harris to inform councillors that policies will be reviewed each February for adoption at the April meeting and that learning from intervening courses will be considered at this annual juncture.

Advertising closing dates on notices inviting candidates for co-option to the Council were discussed and will be considered at the review of the co-option policy. On balance, it was considered useful to have a specific cut-off date for applications.

**c) Request from Mark Cross Community Centre to consider provision of shared WiFi as per arrangement undertaken for Rotherfield Scouts.**

Cllr. Hardy has investigated and the Mark Cross School would not be able to provide this service. The cost of providing WiFi to the Scout Hut from the Pre-School was £378, and

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£60 pa (based on £5 pm) is paid to the Pre-School toward their running costs for this. It would provide a useful facility if WiFi were available in the Mark Cross Community Centre. **ACTION** Cllr. Cahan will contact the Pennies Nursery at Mark Cross to see if they would be amenable to facilitating a request from the Community Centre to share WiFi. Cllr. Hardy will look at the cost of running a wireless facility to the Community Centre.

**d) Social Media.**

- i. Review layout of the Parish Council's website.**
- ii. Review structure, management and posting guidelines for the Parish Council's Facebook and Twitter accounts.**

There was a discussion as to whether we should look for support for the Clerk in maintaining the website. Another training session should be arranged for the Clerk and a councillor and to review the appearance and performance of the website; the grey background to the "Latest News" section of the website was mentioned as an example.

Revised guidelines had been covered for what to post at the Clerk's HR meeting. **ACTION** for **CLERK** to confirm Cllr's. Cahan, Hardy and Henrick are administrators of Facebook, Twitter and Website.

- iii. Agree arrangements for update and maintenance of the Council's Social media in the Clerk's absence.**

The following was **RESOLVED**.

- i.** Cllr. Hardy is to enable access to emails or these may be diverted in the in the Clerk's absence.
- ii.** Social Media postings. Cllr. Hardy, Cllr. Cahan or Cllr. Henrick to manage these.
- iii.** Cllr. Martin proposed that, in respect of finance, bank accounts, file system and emails there is a need for a sealed envelope with all passcodes bank accounts etc. which can be opened in the presence of two other Councillors.

**ACTIONS**

Access to council files, finance etc to be agreed with the Clerk at the next HR meeting. Cllr. Hardy to show the Clerk how to forward emails when absent.

**e) Considerate Parking Campaign.**

- i. Agree Winning posters of the considerate parking campaign and their distribution.**

Following the assemblies held at Mark Cross Primary and Rotherfield Primary Schools, children have entered a competition to design posters. Cllr's. Harris, Henrick and Cahan will decide on the winning entries. Certificates will be issued to all entrants, and all posters would be copied and laminated for display on various notice boards/local business windows. Several posters would be selected to be enlarged for display on boards at various locations in Rotherfield and Mark Cross such as corner of Rotherfield stores, Rotherfield and Mark Cross Schools, on the fence by the Village Hall, barriers at Station Road.

**ACTION** Cllr. Hardy will arrange for production and display of the posters.

**ACTION** Cllr. Henrick will ask the Courtyard if all posters could be used to form a window display.

- ii. Agree final version of letter for sending to the Parish Schools.**

**ACTION** Cllr. Hardy will produce a draft of a letter to Rotherfield pre-school, Rotherfield and Mark Cross Schools and Pennies nursery. This will be produced on the back of posters. This will be agreed by email and cleared with Cllr. Martin as chair of Highways.

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iii. **Agree final version of letter for distribution and areas of the Parish to be covered.**

**ACTION** Same as above.

3. **TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE**

Sussex Express have contacted Cllr. Hardy about the Surgery. Cllr. Hardy will pass on Cllr. Henrick's contact details for a statement.

4. **FORTHCOMING EVENTS FOR ATTENDANCE BY THE PARISH COUNCIL**

Cllr. Hardy had booked a stall at the St Denys Christmas Fair on 2<sup>nd</sup> December.

**ACTION** Cllr. Harris will invite councillors to attend.

5. **RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE**

6<sup>th</sup> February 2017 at 19:30 in the Parish Council room at Rotherfield Village Hall (STC).

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

The Clerk had reported that the "unofficial" Parish Guide for 2017 has been distributed by LGP. This was published without our agreement or contribution. Most of the content is advertising or "generic" local information and no mention was made of the Parish Council. We would not be charged for it but had not expected it to be issued. LGP has removed references to the Parish Council.

**ACTION** Clerk to add item to the Agenda of the next meeting of this Committee regarding Cllr. Glynn's appointment to this committee.

The Chair declared the formal business of the meeting closed at 21:25.

7. **PUBLIC FORUM**

None.

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

**Action points from this meeting**

1. Cllr. Harris to offer the spare tablet to Cllr. Watson-Smith for him to access his council emails.
2. Cllr. Hardy reported that the assessment of the documents available on the website was ongoing.
3. Clerk to update budget as resolved in 2b.
4. Cllr. Harris to inform councillors that policies will be reviewed each February for adoption at the April meeting, and that learning from intervening courses will be considered at this annual juncture.
5. Cllr. Cahan will contact the Pennies Nursery to see if they would be amenable to facilitating a request from the Community Centre regarding sharing of WiFi. Cllr. Hardy will look at the cost of running a wireless facility to the Mark Cross Community Centre.
6. Clerk to confirm Cllrs. Cahan, Hardy and Henrick are administrators of Facebook, twitter and website.
7. Access to Council files, finance etc to be considered with the Clerk at the next HR meeting.
8. Cllr. Hardy to show the Clerk how to forward emails when absent.
9. Cllr. Hardy will arrange for production and display of the posters.
10. Cllr. Henrick will ask the Courtyard if all posters could be used to form a window display.

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11. Cllr. Hardy will produce a draft of a letter to Rotherfield preschool, schools and Pennies nursery. This will be produced on the back of posters. This will be agreed by email and cleared with Cllr. Martin as chair of Highways.
12. Cllr. Harris will invite councillors to attend the St Denys Christmas Fair on 2<sup>nd</sup> December.
13. Clerk to Agenda Cllr. Glynn's adoption to this committee

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