



Working for the Community in Rotherfield, Mark Cross,
Eridge Green, Boarshead and surrounding areas

**MINUTES OF THE MEETING OF THE
COMMUNICATIONS AND SOCIAL MEDIA COMMITTEE
HELD ON TUESDAY 2ND APRIL 2019 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

COUNCILLORS PRESENT

Cllr. A. Hardy (Chair) Cllr. A. Martin
Cllr. R. Harris Cllr. D. Hiles
Cllr. L. Henrick Cllr. J. Richardson

COUNCILLORS ABSENT

None. The Parish Clerk, Trevor Thorpe, did not attend the meeting
and the minutes were taken by Cllr. A. Hardy.

ALSO PRESENT

None

1. TO RECEIVE THE FOLLOWING: -

a) Apologies for absence (LGA 1972 s85):

It was **RESOLVED** that Cllr. Farmer and Cllr Cahan's apologies be accepted.

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

None were identified. The Chair reminded attendees to declare an interest if it became apparent during the meeting.

c) To resolve that the Minutes of the meeting of this Committee held on 12th February 2019 be taken as read, confirmed as a correct record and signed by the Chair.

It was **RESOLVED** that these be confirmed and adopted as a true record and they were signed by the Chair of the Committee.

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

- HGV Flyer included in Parish Newsletter recently distributed – Cllrs. Hardy and Harris will speak to landlord of the King's Arms when feedback comes in. **CLERK** to provide input with suggested changes to the Council website.
- Decommissioned telephone kiosk by Rotherfield School – The Parishioner who suggested that this be adopted and used to benefit the community is happy to run the Book Depository proposed for the kiosk. Cllr. Hardy to liaise with Cllr. Wickenden regarding refurbishment, replacement of missing glass panes and repainting.
- London Bridge Protocol – Cllr. Hardy has prepared a London Bridge protocol spreadsheet. Church will be open for this matter and has agreed to host Book of Condolence.
- Newsletter – Cllr. Hardy has thanked Rotherfield St. Martin for their help in preparing the newsletter. One complaint made about receiving it, two regarding cost of posting. Cllr. Hardy is pleased with the result.

e) Committee financial report and agree any actions required.

Cllr. Hardy will query allocation of budget items to defunct cost codes when they are all

Clerk: Trevor Thorpe, 82 Fernor Way, Crowborough, East Sussex TN6 3BJ

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

supposed to be under the Communications heading.
Cllrs. Harris and Henrick will review ledger for 2019 end financial year ahead of the FG&P Meeting next week.

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

a) Participation in an event at Eridge Station promoting the Village, local Eridge businesses and Spa Valley Railway.

Suggested by Sharon Gray from the Community Rail Partnership.

No date fixed yet. **RESOLVED** that Council should host a stall and support the event. Spa Valley are the main drivers to encourage volunteers. It was agreed that we would need to be clear as to the Parish Boundary between Eridge Green and Frant with Eridge.

b) Final arrangements regarding the Annual Parish Meeting 19:00 May 15th :-

• **Publicity.**

- Billboard style notices are £45 each plus £12 for pasting/removal from our usual supplier and are to be sited at Mark Cross, by Cuckoo Line stores sign and in layby on Rotherfield Hill.
- Posters to be placed at Deer Park café, Eridge Station, Eridge Village Hall and in the poster board in the Council's bus shelters. Publicity is to highlight that format will be different and will involve Parish organisations. Cllr. Hardy will design poster.

• **Refreshments.**

These to be served on arrival at 19:00 and it was **RESOLVED** that they consist of wine and soft drinks. Supplies to be 12 bottles prosecco, 3 red wine, orange juice and sparkling water. Cllr. Hardy to discuss engaging support from village for teenagers to serve these through the evening.

• **Hall layout.**

Tables around the edge of the hall. Chairs with backs to the wall. 2/3 chairs for attendees. There will be a plan of tables allocated.

• **Format**

- Visitors free to circulate amongst stalls from 19:00
- Chairman's talk at 20:30.
- Meeting close at 21:00.
- List of confirmed attendees from outside the Council will be published on Social Media a week before the meeting date. **CLERK** is sending letters out and will keep a list.
- Retired chairs/vice chairs are to be invited. Councillors to please wear name badges and let Clerk know if they do not have one. **CLERK** to purchase lanyards so badges can be worn around the neck.

CLERK to produce information pack with the following documents

- Financial Reports.
- Smith and Fermor Report
- Chairman's Report.
- List of new Councillors with their wards.
- Schedule of Meetings.

Cllr. Harris will be asked to represent Council as the next Chair of the Council will not be elected until the as the first meeting of the new Council after the 2nd May Election is not until May 21st .

c) Council representation at forthcoming Village events.

Known events.

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- Bonfire Society's Easter Egg Hunt and Easter Bonnet Competition takes place on Friday 19th April from 11:00 at the Village Hall & Recreation Ground. Cllr. Hardy is to request a table.
- Mark Cross School Spring Fete on May 11th starting at noon. Cllr. Cahan is to request a table.
- Rotherfield School Summer Fair 18th May. Cllr. Harris to request a table.
- Mark Cross Community Centre 13:00-15:00 on Saturday 27th April. Please can Councillors support this event if they are available.
- Bonfire Society Friday 24th May Big Village Quiz 8-10 people. It is hoped to raise a Parish Council team for this.

3. TO RECEIVE NOTICE OF DATE OF NEXT MEETING OF THIS COMMITTEE.

Tuesday June 18th in the Parish Council Room, Rotherfield Hall, starting at 19:30.

4. REPORT DETAILS OF ANY URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.

Cllrs. Hardy and Cahan are not standing for re-election to the Council at the forthcoming Election.

Chair declared the formal business of the meeting closed at 20:45.

5. PUBLIC FORUM.

None.

Adopted and signed as a true record at the 11th June 2019 meeting of this Committee

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