



**MINUTES OF THE MEETING OF THE  
COMMUNICATIONS AND MEDIA COMMITTEE OF ROTHERFIELD PARISH COUNCIL  
HELD ON TUESDAY 1<sup>st</sup> AUGUST 2017 AT 19:30  
IN ROTHERFIELD VILLAGE HALL**

**COUNCILLORS PRESENT**

Cllr. A. Hardy, Chair      Cllr L. Henrick      Cllr D. Hiles  
Cllr. A. Martin      Cllr. R. Harris

**COUNCILLORS ABSENT**

None

**ALSO PRESENT**

None

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

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

Cllr. Cahan and Cllr Richardson.

**b) Declarations 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 Communications and Social Media Committee held on 30<sup>th</sup> May 2017 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 Communications and Media Committee.

Reviewing actions from the previous meeting:

1. Email addresses for Council use. Two councillors did not wish to use the new addresses, response awaited from one other - complete.
- 2-5. Production of Annual Newsletter – complete.
6. Councillors to let local societies know that the bus stop boards are available for advertising. No approaches had been received for their use, so this will be advertised more widely using Facebook and the Parish Magazine. Societies wishing to use the notice boards should contact the Clerk to arrange for access to the boards.
7. Councillor details on next monthly agenda – complete.
8. Considerate parking campaign on next communications agenda – complete.
9. Rotherfield School Summer Fair stall – complete.

**2. TO CONSIDER, MAKE RECOMMENDATIONS AND AGREE EXPENDITURE IF REQUIRED ON THE FOLLOWING: -**

**a) Agree details of format, policy and launch date of Considerate Parking Campaign**

Two issues were discussed: considerate parking generally everywhere in the Parish e.g. in the Village centre, at Eridge Station, Village Hall car park, disabled parking spaces, yellow lines, white lines and the issue of school drop off and pick up at Rotherfield and Mark Cross. An approach would be made to the schools to discuss this at the start of term in the hope of encouraging thoughtful and considerate parking. It was hoped that 'parking' could be the school liaison topic for this year and that we could also engage the children on this topic. We will conduct this campaign using Facebook, the website, the Parish Magazine, a letter drop to all those in the core of Rotherfield Village and possibly at Eridge Station, via the schools, and a large poster in Rotherfield Village Centre.

**ACTION:** Cllr Hardy and Cllr Cahan to prepare a draft letter and talk to schools about their involvement and design large poster.

**ACTION:** Cllr Henrick to draft a general letter re: considerate parking for circulation to the core of Rotherfield for circulation to this Committee, and Highways Committee.

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

We discussed the use we were making of social media. Councillors considered that our Facebook and Twitter posts should be limited to Council business and traffic alerts/utility outages or such matters specific to our local community that not all parishioners would be expected to be linked to. Non-routine postings (and where necessary deletions of postings) will be at the instruction of a Committee Chair, Council Chair or Vice Chair. Total page likes for Facebook is currently 331.

It was **RESOLVED** that the various social media policies be revised following the Election of the new Chair of the Council. **CLERK** to note.

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

It was **RESOLVED** that there should be four administrators for our social media accounts and website:- the Clerk and Cllrs. Cahan, Hardy and Henrick. The Facebook page is in need of a search facility.

**ACTION:** **CLERK** to ensure administrators are allocated to social media as above.

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

It was **RESOLVED** that Cllr Henrick should purchase a banner for use at fairs/surgeries with a maximum budget of £300.

**ACTION:** Cllr Henrick to purchase a banner. Cllr Harris noted that the Parish Council has a flagpole at the Village Hall and that we possibly also possessed a collection of flags. It was noted that flags were inexpensive on the internet.

**ACTION:** Cllr Harris will investigate the Parish Council's collection of flags.

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

Cllr Cahan had obtained a list of documents from SSALC. This was extremely lengthy. Many of the items on the list were already on the website or were included in other documents. It was **RESOLVED** that the Parish Council should ensure the maximum availability of such documents on the website to minimize the need for parishioners to have to contact the clerk for information.

**ACTION:** Cllr Hardy would review the list of documents with the Clerk. It was noted that it would be preferred if the Clerk would conform the current email address to the new form. It was **RESOLVED** that the Rural Community Profile for Rotherfield Parish document that had been commissioned should be circulated to Councillors and published on the Website/Facebook. The document provides an interesting breakdown of the parish constituents. It was hoped that local community groups would find the document useful in applying for grants etc.

**ACTION:** Cllr Henrick to circulate ACRE document to councillors. Clerk to make document available via social media.

**3. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE REQUIRING RESPONSE/ACTION**

None.

**4. TO CONSIDER URGENT ITEMS ON BEHALF OF OTHER COMMITTEES**

None.

**5. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.**

Next meeting of this Committee is at 19:30 on Tuesday 14<sup>th</sup> November 2017 in the Village Hall.

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

The Chair declared the formal business of the meeting closed at 21.00.

**7. PUBLIC FORUM.**

None.

**Action points from this meeting**

1. Cllrs. Hardy and Cahan to prepare a draft letter and talk to schools about their involvement in the considerate parking campaign, and design a large poster.
2. Cllr. Henrick to draft a general letter for circulation to this Committee and Highways re: considerate parking. Final letter to be circulated to the core of Rotherfield.
3. Clerk to ensure administrators are allocated to social media.
4. Cllr Henrick to purchase a banner.
5. Cllr Harris will investigate the Parish Council's collection of flags.
6. Cllr Hardy would review the list of documents with the Clerk.
7. Cllr Henrick to circulate ACRE document to councillors. Clerk to make document available via social media.

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