



Chairman's report will then be given at 19:30 so people would not be waiting around too long.

2. Councillor (Parish, District & County) to be positioned down one side of the hall each committee is to have its own table nameplate.
3. Organisations to be positioned down the opposite side of the room. Table nameplates to be prepared for all organisations invited, in case any turn up without sending an RSVP.
4. Photos or video to be projected onto the screen whilst the event is taking place. These would show what the Council has been doing throughout the year.
5. Promote the event in as many ways possible, including through the outlets of invited organisations.
6. Consider changing the name of the event to appeal to a wider audience. The term 'Annual Parish Meeting' to be part of the advertising.
7. These suggestions will be reviewed and decided upon at a future meeting of this committee.

Cllr Henrick wanted it noted that we used: 6 bottles of Prosecco, 6 bottles of Wine and numerous soft drinks. This will be a useful guide when preparing for next year's meeting.

Cllr Harris wanted to record the thanks of this committee to the girls who helped with the serving of refreshments.

**b) Receive information regarding forthcoming Parish events which the Parish Council may wish to attend.**

- News is still awaited regarding proposed event at Eridge Station to be organised by the Spa Valley Railway and featuring local Eridge businesses and groups.
- The Council Administrator reported that a date will be set by Spa Valley Railway and Sussex Community Rail Partnership for a Saturday in September. The confirmation of the date is expected shortly.
- The Council Administrator reported that the Council is now approved and can proceed with the tidying up of the Station frontal. An item agreeing what is to be done and fixing a date is to be put on the agenda of the June Full Council Meeting.

**ACTION:** Clerk to add to monthly meeting agenda.

**c) Consider arrangements for the next edition of the joint Parish Council/Rotherfield St Martin Parish Newsletter.**

The Council Administrator reported that RSM are still very keen to do the next Parish Council Newsletter and they had suggested aiming for a publication date of late September/ early October

RSM has been approached by the Bonfire Society, who would like a page this time around if possible. Cllr Harris has also had representation from the Millennium Green Committee about the possibility of being included. Cllr Richardson suggested a separate flier for parish organisations and leave the newsletter for Parish Council and RSM. The Council Administrator pointed out that it would need to have our logo on any fliers sent out with the newsletter to comply with GDPR.

It was **RESOLVED** that the Bonfire Society be allowed to have a flier sent out with our newsletter as long as it carries our logo to comply with GDPR.

**ACTION:** The Council Administrator to contact Rotherfield & Mark Cross Bonfire Society to inform them of our decision.

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

**ACTION:** Cllr Harris to contact the Millennium Green Committee to see if they would be interested in sending out a flyer with the newsletter. Contributions from Councillors will be collected nearer the time. An item should be placed on the agenda for the August meeting of this committee.

**ACTION:** Clerk to add an item to the agenda for the next meeting of this committee.

**ACTION:** The Council Administrator will contact RSM to agree a publication date of late September/early August.

Cllr Henrick reminded the committee that there were two complaints about the cost of the newsletter and the GDPR element. The council noted these objections and it was suggested that at the end of the newsletter there should be a section about sending Feedback to the Clerk.

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

Tuesday August 20<sup>th</sup>, 2019 in the Parish Council Room, Rotherfield Hall, starting at 19:30.

- Cllr Moore submitted apologies for this meeting, the meeting will be Chaired by Cllr Richardson.
- Cllr Moore and Harris invited Adam Hardy (Council Administrator) to be take minutes of the next meeting of this committee.

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

- Cllr Moore had attended a New Councillors meeting, run by SALC and noted that recordings and filming of meetings do take place by members of the public. It is recommended that a clock should be displayed, and a designated filming chair be positioned.

**ACTION:** Clerk to be made aware of this.

- Cllr Moore reported on the Telephone Kiosk ideas for the second box, it was suggested that this could be an area where people go to leave feedback or messages for the Parish Council. A notice board could also be included inside this Kiosk.

**ACTION:** Clerk to add item to the June Parish Council Meeting.

- Cllr Richardson raised the idea of a 'Drop in Surgery', with the suggestion of one session a month in each of the Parish wards. It was felt that these could be held in the coffee shops in each ward.

**ACTION:** Clerk to add item to the next agenda of this committee.

- A parishioner has asked about the possibility of training councillors as Dementia Friends it was agreed that this would form part of the July meeting.

**ACTION:** Clerk to add item as the first thing on the July Parish Council meeting.

Cllr Harris reported that a statue of Saint Cheron had been offered to the council for re-homing, but the Clerk is having difficulty in finding a new home. The parishioner concerned is now considering looking after it in her home.

Chair declared the formal business of the meeting closed at 20:43.

### 5. PUBLIC FORUM.

None.

**Adopted and signed as a true record at the 20<sup>th</sup> August 2019 meeting of this committee.**

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

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