



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

**AGENDA FOR THE MEETING OF THE
COMMUNICATIONS AND MEDIA COMMITTEE OF ROTHERFIELD PARISH COUNCIL
TO BE HELD ON TUESDAY 5th JULY 2016 AT 19:30
IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL**

Members of the public and press are welcome to attend. At the start of the meeting, the public are invited to identify to the Chairman any Agenda item they would like to express a view on for a maximum of two minutes in total. The Public Forum at the end of the meeting will give an opportunity for the public to make statements or ask questions about matters not on the Agenda. When published, the minutes of this meeting can be viewed at Rotherfield library, at www.rotherfieldparishcouncil.co.uk , or by contacting the Clerk on 01892 664245.

1. TO RECEIVE THE FOLLOWING:-

- a) Apologies for absence (LGA 1972 s 85).
- b) Declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.
- c) Updates and reports on previous agenda items:-
 - i. Broadband issues.
 - ii. Recent local events attended by Councillors, issues raised and responsibility for response/action.
 - iii. Information on future Parish events at which attendance is recommended.

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

- a) Decision on "corporate style" for letters and documents to make most effective use of the Council's new logo.
- b) New website. Arrangements for transferring data and documents to new site and date for launch.
- c) Production of a Parish Newsletter for distributing via Social Media with hard copies provided for display in local public areas and businesses.
- d) Purchase of new equipment/software to assist efficiency of the Clerk.
- e) "Dog Poo" poster competition held in partnership with Rotherfield Primary School and agreement of prizes for the winner(s).
- f) Process for handling Parishioner Correspondence.

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

4. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

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

6. PUBLIC FORUM.

Trevor Thorpe

30th June 2016

.....Parish Clerk.....Date

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ Tel: 01892 664245.

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