



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

**MINUTES OF THE MEETING OF ROTHERFIELD PARISH COUNCIL  
AND THE COMMUNICATIONS AND SOCIAL MEDIA COMMITTEE  
HELD ON WEDNESDAY 4TH MAY 2016 AT 19:30  
IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL**

**COUNCILLORS PRESENT**

Cllr. J. Cahan, Chair	Cllr. K. Curtis.	Cllr L Henrick.
Cllr. D. Hiles Vice Chair	Cllr. R. Harris.	Cllr. N. Wickenden
Cllr. D Thomas	Cllr. T. Gilbert	
Cllr. R. Harris	Cllr. A. Martin	

**COUNCILLORS ABSENT**

None

**ALSO PRESENT**

Mr. L. Pike on behalf of the Bonfire Society

Councillor Cahan. Chairman of Communications and Media Committee chaired the following items.:

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

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

Cllr. J. Kitchenham.

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

Cllr Martin declared an interest in item 4(b) as he has also provided the same service to the Council recently.

**c) Minutes of the Communications and Media Committee meetings held on 8th February 2016 and 22<sup>nd</sup> March 2016 for approval as a true record, and matters arising from these minutes.**

It was RESOLVED that the minutes were approved. They were signed by Cllr Cahan, Chair of the Communications and Media Committee

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

**a) To elect a new Chairman of the Communications and Media Committee.**

Cllr Henrick was nominated and voted as new Chairman of the Committee and chaired the rest of the meeting.

**b) Queen's Birthday celebrations – To agree Council involvement for event being planned by the Bonfire Society on 11/12 June 2016**

Standing Orders were suspended to allow Mr. Les Pike (LP) to explain what the Bonfire Society would like to do to celebrate the Queen's Birthday. He confirmed that the event

would take place on Saturday 12<sup>th</sup> June 2016. Cllr Harris confirmed that the Scouts would like a den building competition and hog roast / BBQ for the village and would like to tie in with the Bonfire Society celebrations. It was proposed and **RESOLVED** that the Council would give the Bonfire Society a grant of £500 towards a firework display which is to be paid in advance of the event in June.

It was **RESOLVED** that the Scouts are required to do a risk assessment for the BBQ. LP offered to do the risk assessment for the fireworks event and it was **RESOLVED** that this is acceptable to the Committee

LP advised that the plan would be to meet at the Kings Arms car park with a procession through the village. The fireworks will be set up on the Recreation Ground in an area that will be fenced off for safety reasons. It was agreed that the Scouts will liaise directly with Les Pike to confirm their arrangements; also that the Bonfire Society would design advertising posters which will be emailed to the Clerk to post on our Facebook, website and bus shelters.

It was **RESOLVED** that any donations received during the event will be passed to the Bonfire Society.

It was **RESOLVED** that the cheque would be made available for signature at the May full Council meeting.

**c) Consider concerns raised by a Parishioner regarding broadband capacity in the Parish and how the Council can assist.**

It was considered that currently there is sufficient information about what broadband service is available in the Parish. It was **RESOLVED** to the BT broadband speed test to enable Parishioners to test their broadband service and report back to the Council that the information may be collated and further action considered.

**d) Annual Parish Meeting – To agree agenda, finalise arrangements for technology and refreshments and agree publicity.**

It was **RESOLVED** that the following arrangements be made:-

- i. The Financial report be provided by a hand out and any questions could be addressed to the Clerk during the question time.
- ii. The Smith and Fermor charity report should be provided via handout and any questions are raised by the public to the Clerk during question time.
- iii. The Finance Committee Chairman will not provide an oral presentation and his report should form part of the Finance Report.
- iv. The Guest Speaker should be asked to be at the meeting for 8.30pm. It was agreed we can take a view on the night about the timeframe for questions to be asked at item 6 of the Agenda and any additional questions can be asked at the end of the meeting at item 8 of the Agenda.
- v. That refreshment is offered prior to the meeting start. St Denys' have agreed to arrange this and Cllr. Cahan will liaise with Adam Hardy.
- vi. That we would use the poster designed by Cllr Cahan and Cllr Curtis to distribute to all the businesses in the Parish. It was agreed that the Clerk would be asked to print 30 posters for Cllr Curtis. The poster will also be posted on Facebook, Twitter and the website.
- vii. That a roving microphone be used to assist with questions from the public and that the Chairman of the meeting would be the person to intervene if questions became too long.

- viii. That District and County Councillors would be asked to speak for a maximum of 5 minutes, with the topic to be an annual summary. It was agreed that they would not take any questions from the public but their assistance would be appreciated if appropriate, when the Council are asked questions. It was agreed the Clerk would contact the Councillors to confirm this.
- ix. That the Committee Chairs should share to the other Councillors in advance the information they are to present at the meeting.
- x. That the Clerk be asked to re-circulate the budget for 2016/17 for Chairmen to consider ahead of the meeting in case any questions are asked about the budget.

**e) Agree change to 'house style' for stationery and website.**

Cllr Watts joined the meeting at 8.30pm.

- i. It was RESOLVED that the font for all stationery both digitally and printed be changed to Arial.
- ii. It was RESOLVED that a working party will look at possible modernisation and management of the production of minutes. The working party will consist of Cllr Watts and Cllr Henrick, who will report back to the full council at the meeting at the end of June with recommendations after liaising with the Clerk.
- iii. It was RESOLVED that Cllr Watts will draft a new logo based on the current photo on the Facebook and Twitter pages and EMS design will be instructed to produce the design, providing cost is a maximum of £200 plus VAT. The final design will be agreed by Cllr Thomas and Cllr Watts before the design is submitted for production.

**f) Agree dates for Communication and Media Committee meetings for the rest of the year.**

It was RESOLVED that meetings of the communication committee for the rest of the year will as follows: - 5 July 2016, 6 September 2016 and 15 November 2016. The Clerk to book the Parish Meeting room.

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

None

Councillor Thomas, Chairman of Parish Council chaired the following items:

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

**a) Quote for various groundworks in the Parish Cemetery lower field.**

It was RESOLVED that the quote of William Clark for £870 + VAT be accepted.

**b) Information re: weed killing treatment of Parish Land by our Contractor.**

It was RESOLVED that this item be dealt with at the Recreation and Burial committee meeting in June 2016 and that payment will be withheld until Cllr Harris has spoken with the Contractor and reported back to the committee.

**c) Authorisation of cheque in respect of retention for the refurbishment work to the Scout and Community Youth Hall.**

This item was conducted under Standing order 7.1. The Rescission of resolution was signed prior to the meeting by Cllrs Thomas, Harris and Gilbert.

It was RESOLVED that the resolution made at the Recreation and Burial committee meeting on 12 April 2016, item 5b which was worded "It was resolved action for Clerk to

investigate independent surveyor who may be able to undertake this work”, be cancelled. It was **RESOLVED** that the Council authorise a cheque for payment of the retention sum of £5,022.03 + VAT to Inca Developments Ltd.

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

- Annual parish Meeting – 18 May 2016
- Annual Council Meeting – 26 May 2016
- Next Communications committee meeting – 5 July 2016

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

- Cllr Martin would like his badge changed as members of the public think it reads that he is Chairman of the full Council.
- Cllr Watts is going to contact Mark Cross Primary School about attending the Fair on 14 May 2016.

The Chair declared the formal business of the meeting closed at 9.25pm

#### **7. PUBLIC FORUM.**

None.

#### **Action Points from meeting:**

1. A cheque be raised in the sum of £500 to be paid to the Bonfire Society, and to be signed at the full Council meeting at the end of May - **Clerk**
2. Advertise on Facebook, Twitter and website the BT test for parishioners to check their broadband speed and to ask people to feedback to the clerk. – **Clerk**
3. Annual Financial Report and Smith and Farmor Annual Report be prepared in document format for the Annual Parish Meeting – **Clerk**
4. Posters for APM to be printed – **Clerk**
5. Email District and County Councillors to confirm 5 minute speech with no questions from the public – **Clerk**
6. 2016/17 budget to be circulated to Councillors ahead of APM in case Parishioners ask any questions – **Clerk**
7. Stationary to change to Arial – **Clerk**
8. Parish Meeting room to be booked for the following dates for the Communication and Media Committee meetings: 5 July 2016, 6 September 2016 and 15 November 2016 – **Clerk**
9. Item to be added to Rec and Burial Agenda for June 2016 re: weed killing treatment of Parish Land by our Contractor – **Clerk**
10. Arrange cheque for payment of the retention sum of £5,022.03 + VAT to Inca Developments Ltd – **Clerk**
11. Cllr Martin would like his badge changed so that the wording is laid out different as members of the public currently think it reads that he is Chairman of the full Council – **Clerk**
12. The Scouts be advised that they need to carry out a risk assessment for the BBQ/Hog Roast – **Cllr Harris**
13. The Scouts be advised that they need to liaise directly with Les Pike regarding arrangements for the event – **Cllr Harris**
14. Finance Committee Annual report be prepared in document format for the Annual Parish Meeting – **Cllr Clibbens**
15. Posters to be distributed for the APM – **Cllr Curtis**

- 16. Chairs of Committees to distribute information they are going to talk about at the APM, ahead of the meeting – **all Chairs of committees**
- 17. Arrangements of refreshments to be finalised – **Cllr Cahan**
- 18. Working party to look at modernisation and management of minutes – **Cllr Watts and Cllr Henrick**
- 19. Logo to be designed and submitted to EMS Design – **Cllr Watts and Cllr Thomas**
- 20. To contact Mark Cross Primary School about attending the Fair with a stand for the Parish Council  
– **Cllr Watts**

**CONFIRMED AS A TRUE RECORD AT THE 5<sup>TH</sup> JULY 2016 MEETING OF THIS COMMITTEE**

.....Chairman.....Date