



**AGENDA FOR THE MEETING OF THE COMMUNICATION AND SOCIAL MEDIA COMMITTEE
TO BE HELD ON TUESDAY 14TH NOVEMBER 2017 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

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 three minutes in total. The Public Forum at the end of the meeting gives 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, on the Council's website www.rotherfieldparishcouncil.co.uk or by contacting the Clerk to obtain a copy.

1. **TO RECEIVE THE FOLLOWING: -**
 - a) Apologies for absence (LGA 1972 s85)
 - b) Declaration of personal, prejudicial and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.
 - c) To resolve that the Minutes of the meeting of this Committee held on 1st August 2017 may be taken as read, confirmed as a correct record and signed by the Chair.
 - d) Update regarding matters arising and action items from previous meetings.

2. **RECEIVE INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING ITEMS**
 - a) Consider and agree budget and precept requirements for 2018-19 and any medium-term projects for which provision should be considered.
 - b) Review policy for co-options and consider improvements to the way in which vacancies are advertised.
 - c) Request from Mark Cross Community Centre to consider provision of shared WiFi as per arrangement undertaken for Rotherfield Scouts.
 - d) **Social Media.**
 - i. Review layout of the Parish Council's website.
 - ii. Review structure, management and posting guidelines for the Parish Council's Facebook and Twitter accounts.
 - iii. Agree arrangements for update and maintenance of the Council's Social media in the Clerk's absence.
 - e) **Considerate Parking Campaign.**
 - i. Agree Winning posters of the considerate parking campaign and their distribution.
 - ii. Agree final version of letter for sending to the Parish Schools.
 - iii. Agree final version of letter for distribution and areas of the Parish to be covered.

3. **TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE**
4. **FORTHCOMING EVENTS FOR ATTENDANCE BY THE PARISH COUNCIL**
5. **RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE**
6. **REPORT DETAILS OF ITEMS AND ISSUES FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA**
7. **PUBLIC FORUM**

Trevor Thorpe

8th November 2017

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