



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

**MINUTES OF THE MEETING OF THE COMMUNICATION AND SOCIAL MEDIA COMMITTEE
HELD ON TUESDAY 1ST MAY 2018 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.

PRESENT

Cllr. A. Hardy (Chair)	Cllr. R. Harris	Cllr. J. Richardson
Cllr. J. Cahan (Vice Chair)	Cllr. N. Glynn	Cllr. A. Martin
	Cllr. L. Henrick	

COUNCILLORS ABSENT

None.

ALSO PRESENT

Cllr D. Hiles.

1. TO RECEIVE THE FOLLOWING: -

a) Apologies for absence (LGA 1972 s85).

Cllr. Glynn advised in advance that she would be joining the meeting late.

b) Declaration 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 meeting of this Committee held on 8th February 2018 be taken as read, confirmed as a correct record and signed by the Chair.

It was **RESOLVED** that the minutes be confirmed as a true record and they were signed by the Chair.

d) Update regarding matters arising and action items from previous meetings.

From the 8th February meeting of the Committee:

2b) See 2a) below.

2d) GA Consultants have been engaged and paid. Clerk has collated various Staff Policies for this Committee to review and suggest recommended changes prior to forwarding to GA for their input. We need to send the policies to GA for advice.

2h) Tablets purchased and issued to Councillor's requiring them.

2. RECEIVE INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING ITEMS

a) Arrangements for launch of new Rotherfield Parish Council Facebook Group to replace current page.

RESOLVED that we will advertise the new Facebook page at the forthcoming Annual Parish Meeting.

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b) Arrangements for access and updating responsibilities for Councils Facebook & Twitter accounts, and website.

RESOLVED that administrators are the Clerk, Cllr Hardy, Cllr Henrick and Cllr Cahan and that, other than when the clerk is on holiday and in exceptional circumstances, such as the recent water supply issue, the Clerk should take responsibility for Twitter, Facebook and Website postings and updates.

c) Rotherfield Village Hall WiFi. Consider financial support to improve quality and speed of the service.

RESOLVED that Cllr. Hardy will ask TN6 electrical and Andy Miller to discuss the most cost-effective way of improving Wi-Fi at the Village Hall and report to this Committee.

d) General Data Protection Regulations. Report and recommendations from recent briefing held by SSALC.

Details circulated by Clerk. It was **RESOLVED** that the following actions and expenditure be undertaken: -

- i. The Council are to engage a Data Protection Officer (DPO), Satswana Ltd., to advise us on the necessity and extent of a data cleanse and other relevant matters, at a cost of £150 p.a.
- ii. A privacy notice is to be added to the website. There is no need to contact organisations already featured thereon as their information is in the public domain and they provided their information for publication.
- iii. Review retention policy in place. Clerk to provide a copy of our current policy which is to be reviewed at the next meeting of this Committee. **ACTION** for **CLERK** to undertake a review of general correspondence retained in both paper and digital form. Items no longer required and not subject to statutory retention periods are to be deleted or securely shredded. The review is to be mindful of any historic documents in the Council's possession which should be retained or lodged with the County Records Office as appropriate.
- iv. Councillors should take care when forwarding emails and that any names or email addresses and information that would allow identification of Parishioners or other members of the public should be removed.
- v. All our tablets are password protected and Councillors hold very little personal data, most is held by the Clerk, there is a very low risk of a data leak and it was considered encrypting tablets was not required.
- vi. Clerk is to ensure that all council files are put into the Council's OneDrive to ensure that they are backed up. These files need not be accessible by the Councillors but it is important that there is an effective back up of documents
- vii. Councillors are not to retain personal data and are to access documents via the shared Team folder
- viii. Policy to be drafted regarding timely response to GDPR and FOI requests, and reviewed at the next meeting of this Committee.

3. URGENT ITEMS TO BE CONSIDERED ON BEHALF OF OTHER COMMITTEES

- It was **RESOLVED** that Standing Orders be suspended and that this item was to be discussed confidentially without the public present. The Council have until 15 May 2018 to put together a response to Frant Parish Council's proposal to take part of the Rotherfield Parish. 400 electors would move to Frant PC. This will impact on our precept and the number of Councillors that we have and 1 or 2 of the Mark Cross and Eridge Councillors may be lost.
- Cllr. Harris has spoken with Heather Blanshard of Wealden District Council's (WDC) Democratic Services Team. The consultation was between November 2017 and February 2018 and we were not properly notified Frant PC started this exercise in September 2017. They have provided handouts to parishioners and are arranging a meeting for the Eridge parishioners.
- Cllr P. Dixon said the best result for the Parish Council would be for this proposal to be abandoned. If there is any danger of this being approved we would have to ask for a deferral to allow us time to properly consult with parishioners. WDC have

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indicated that if we make a firm response they probably will not wish to continue with the matter. It was **RESOLVED** that we would put together a formal response to the proposal.

- Consultation meetings are on 9th – 2pm on Wednesday and 13th May 7pm, Sunday. Deadline is 15th May 2018. We want as many Councillors to attend the consultations.
- A formal response to WDC is required, together with a letter drop to the households involved.
- Rev. Nigel Mason is prepared to write to WDC. Cllr. Hardy said that ecclesiastical parishes change every time a vicar leaves, and it is possible that the boundaries will change to bring Eridge into Rotherfield. Cllr. Hardy will contact Rev. Mason. Democratic services at Wealden should provide a legible map.

RESOLVED that Standing Orders be reinstated.

- 4. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE**
WDC wish to know if there are any Royal Wedding parties planned in the Parish.
RESOLVED that Clerk to enquire via a Facebook post.
- 5. FORTHCOMING EVENTS FOR ATTENDANCE BY THE PARISH COUNCIL**
 - **Mark Cross Summer Fair**
13.15 – 15:00 – Cllr. Henrick, Cllr. Farmer and Cllr. Cahan will attend.
 - **Annual Parish Meeting** – Suggestion discussed that there should be separate Mark Cross and Eridge sections. Order of agenda: Chairman, Committees, Eridge, Mark Cross, War Memorial and Surgery.
- 6. RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE**
 - Tuesday 19th June at 19:30 in the Parish Council Room at Rotherfield Village Hall.

Meeting has been re-arranged from advertised date of June 12th. **CLERK** to update website and advise Councillors.
- 7. REPORT DETAILS OF ITEMS AND ISSUES FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA**
Rotherfield in Bloom has been cancelled as it is too late in the year to properly organise. Next year there is going to be a full response.

To take down small car parking posters.
- 8. PUBLIC FORUM**
No members of the public attended

The Chairman declared the formal business of the meeting closed at 20.47

.....Committee Chair.....Date