

**Burwash Parish Council**  
**Community and Communications Working Party**

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**Draft Minutes of the virtual meeting held on Thursday 19<sup>th</sup> November at 19.00**  
**The meeting took place online using Zoom.**

Attended by:

Cllr Caulkin, Cllr Hosein, Cllr Kenny, Cllr Newman (Chair), Cllr Stemp, Cllr Wraight  
Alistair Coulthurst, Sylvie Franklin, Halina Keep, Graham Lewis,

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**1. Apologies for Absence**

None

**2. Disclosures of Interest**

None

**3. Minutes from the previous meeting**

Approved at Full Council on 10<sup>th</sup> November 2020.

**4. E-Bulletin**

A discussion took place on the E-Bulletin report provided by the Assistant Clerk and circulated prior to the meeting. It was agreed that the Parish Office should take over management of the e-bulletin. Halina Keep was thanked for managing the bulletin since its inception

It was considered that a weekly edition might result in it being too lengthy, although it was acknowledged that a change of format would help navigate through the various elements. It was suggested that different areas could be published on different days: one day could be for Parish News and upcoming meetings, another could be for Rother based news, and so on, although it was stressed that it needed to be managed in a way which was not unduly time-consuming.

- Including a 'For sale/Wanted' section was considered to be a positive move – limited to Burwash parishioners
- Permanent link provided to the Burwash Business Directory on the website
- A disclaimer included absolving the Parish Council from responsibility
- Encourage local businesses to use the e-bulletin for promotion of their product/service - (Council to be proactive in this)

Feedback: 'Mailchimp' provides information on how many subscribers have clicked onto the site, and with an updated format using different sections, it would be easy to see how many were visiting. Other means of gaining the views of users were considered but it was recognised that surveys do not always get a response from a broad spectrum of those accessing the site.

There could be opportunities provided within the e-bulletin for subscribers to comment.

**Action:** A draft policy, based on these discussions would be included for consideration at the next Meeting (Cllr Newman).

**5. Updates (brief resume of any developments since the last meeting)**

**Traffic Calming Consultation**

Cllr Newman and Clerks are inputting data from the paper returns.

Cllr Hosein and Lesley Moore (T & T Working Party) will produce a report after 29<sup>th</sup> November.

**Website development**

Postponed until next year because of the current contract in place

**Telephone Help Line**

Helpers have been asked to contact those on their lists to reassure that help is still available.

Claudette Neville has taken on the Prescription Delivery service.

**Action:** Cllr Franklin to be contacted to check if those who offered help are still available for additional support unrelated to Covid (Cllr Newman)

**6. Use of the Parish Room**

There was a general discussion as to possible uses of the Parish Rooms once public gatherings were permitted. These included:

- providing High Speed Internet, so that desks could be available for those running businesses but who had limited internet access at their homes
- as a venue for evening classes, U3A meetings etc
- a regular marketplace for local crafts and businesses
- as a venue for films

It was acknowledged that it was important not to encroach upon the Village Hall activities.

**7. Dates for future meetings - all at 7pm**

January	Thursday 21st
February	Thursday 18 <sup>th</sup>
March	Thursday 18th

**Additional item:**

Graham advised that he was seeking to enable church services to be broadcast locally, and to provide an open-air Christmas service

**Items for future agenda**

January: Burwash Facebook presence (Alistair Coulthurst)  
Parish Assembly  
Love Burwash Week  
Review of e-bulletin, including Policy (Cllr Newman)  
Burwash in Bloom (Cllr Wraight)