

CROWBOROUGH TOWN COUNCIL

To all Members of the **COMMUNICATIONS and EVENTS** Committee (with copies to all other Members for information).

You are summoned to attend a meeting of the **COMMUNICATIONS and EVENTS** Committee to be held at the Town Hall, The Broadway, Crowborough on Tuesday 9th March 2010 at 7.30 pm when it is proposed to transact the following business:-

ALL MEETINGS ARE OPEN TO THE PUBLIC

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

3. **MINUTES**

3.1. Minutes of the meeting held on 10th November 2009

3.2. Matters outstanding

3.2.1. Crowborough Arts Festival: An e-mail from Allyson Cook advises that the Public Meeting has been postponed from January to early Spring [date to be confirmed]

4. **PUBLIC PARTICIPATION**

5. **FINANCE**

5.1. Management Accounts to 30th November 2009 (sent to all Councillors 17th December 2009)

5.2. Management Accounts to 31st December 2009 (sent to all Councillors 12th January 2010)

5.3. Management Accounts to 31st January 2010 (sent to all Councillors 10th February 2010)

6. **EVENTS**

6.1. Feedback on previous events

6.1.1. Christmas Fair: 28th November 2009 and Christmas Lights

6.1.2. Civic Carol Service: 2nd December 2009

7. **FUTURE EVENTS 2010**

7.1. Montargis Reception – 9th April 2010 : Officer's Report

Town Hall booked. Councillors have been officially invited and four councillors have responded to the invitation to date.

The Events Co-ordinator has contacted Hilary Lyon (Chairman of the Friends of Montargis) who does not yet have the numbers for the French contingent but will let the Council know as soon as she can.

The Events Co-ordinator would like to provide and promote local food and drink at the reception and will be sourcing English wines (Waitrose stock a good range at a reasonable price if bought in six) and cheeses.

7.1. Town Conference – Wednesday 28th April 2010 : Officer's Report

All Saints Church Centre has been booked for this event.

Crowborough Town Councillors, Wealden District Councillors and East Sussex County Councillors have been invited to attend. Most of the W.D.C and E.S.C.C Councillors have responded and have said that they would like to attend but would not be on the platform. No response to date from Town Councillors.

Report received from the Town Clerk as Trustee of the Smith & Fermor Charities for inclusion in the final report.

All organisations (17) that received a grant in 2009/10 have been invited to speak at the Conference. Six organisations have responded (all positively) to date.

Emma Newman will attend with a presentation on the Country Park.

Copy for the posters has been sent for publication. Details regarding the conference are now on the CTC website. The advert due to appear in the Friday Ad has been cancelled as the cost of advertising has risen from £70.00 to £140.00.

7.2. Boundary Walk – Sunday 9th May 2010 : Officer's Report

Guides, Scouts, Cadets and Beacon Community College contacted regarding the Boundary Walk. All but Beacon have responded and will take part. John Easton of the Scouts has confirmed that 50 scouts will be walking on the day. Jackie Taylor has very kindly agreed to distribute refreshments on the day. St John Ambulance booked.

St Michael & All Angels Church congregation will join walkers at some point. Copy for the A1 poster has been sent for publication. Information about the walk is now on the CTC website.

7.3. Sussex Day – 16th June 2010 : Officer's Report

Those that have agreed to attend on the day are a Spit roast company, Fallen Angel Brewery (selling their own brewed beer from East Hoathly), and Downsview ice-cream (locally made ice-cream). The W.I will organise cream teas and Chris Grose has kindly offered to run a Pims & G & T tent (all proceeds to go to local charities.) The Events Co-ordinator has also booked a children's roundabout and a traditional puppet show. The Long Men Morris Dancers have agreed to perform at the end of the evening.

Susanna Cox's students will also be performing as will the Herne School Choir.

Tesco's have donated a coconut shy and Councillor Keenan has kindly offered to face paint for us!

Crowborough Golf Club will get back to me as to whether they will take part.

Copy for posters and leaflets (3000) have been sent for publication.

St John Ambulance, the Town Crier, the M.C and a P.A. system have also been booked for the event.

7.4. Summer Fair – 17th July 2010 : Officer's Report:

Letters to potential stallholders were sent out in January. 22 charities have responded to say that they would like a stall. The deadline for responding is 30th April.

Marquees have been booked. The Horticultural Society has confirmed that they would like to exhibit as usual.

Entertainments booked: Climbing Wall, Surf Simulator, Mediaeval Activity Run, Laser Tag and a Birds of Prey Display.

Susanna Cox will provide a Dance display as will Philip Lear's Taekwon-do group.

St John Ambulance, The M.C. and the P.A. System have also been confirmed.

The W.I will once again be organising a tea tent and Chris Grose will be running a beer tent.

The Guides have confirmed that they would like to run a hot dog /burger stall and I have booked an ice-cream van and a doughnut van. I am currently communicating with other organisations to ensure that we do not have a lack of food as happened last year!

7.5. Christmas Fun Day

The Events Co-ordinator has been advised that Beacon College has booked its Christmas Fayre on the same day as the Christmas Fun Day and she is asking if the Council might consider moving it to 20th November 2010.

8. COMMUNICATIONS

8.1. Town Guide (details enclosed)

9. AWARDS

9.1. Cllr Waller has suggested two local organisations should receive commemorative awards for their outstanding contributions to charity fundraising and volunteering over many years. Both of these organisations have supported the Town Council at all events and in the past have helped with the Mayor's Charity collection on fireworks night. He further suggests if the Town Council agree, then perhaps they could receive their awards at the Town Conference.

10. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN

Town Clerk
3rd March 2010