

Minutes of a meeting of the **COMMUNICATIONS and EVENTS** Committee held at the Town Hall, The Broadway, Crowborough on Tuesday 9th March 2010 at 7.30pm.

Present	Councillors	Paul Adams Leigh Colbran Philip Fermor Tatjana Keenan Anita Kerwin-Nye* Kay Moss Liz Scott Sandra Timms	Chairman
Also present		Linda Butcher Caroline Miles Susan Barnard	Town Clerk Events Co-ordinator Operations Administrator

* *Denotes non attendance*

APOLOGIES FOR ABSENCE

None

DECLARATIONS OF INTEREST

Cllr Paul Adams declared a Personal Interest in the Boundary Walk because it passes close to the Goldsmiths Kiosk, and in the Summer Fair because of its close proximity to the Goldsmiths Kiosk, which is run by his wife.

Cllr Kay Moss declared a Personal Interest in the Awards as she has previously enjoyed hospitality from one of the local organisations put forward for a possible Award.

The Chairman welcomed Tatjana Keenan, as a new Councillor, on to the Committee.

MINUTES

Minutes of the meeting held on 10th November 2009

5686 **RESOLVED** that the minutes of the meeting held on 10th November 2009 as confirmed be signed by the Chairman.

Matters outstanding

Crowborough Arts Festival

An email from Allyson Cook advises that the Public Meeting has been postponed from January to early spring (date to be confirmed).

It was **AGREED** to add the Management Accounts to 31st October 2009 to the Agenda for the next meeting because they had been accidentally omitted from the Agenda for this meeting.

It was **AGREED** that the Eden Project Big Lunch should also be added to the next Agenda. No date has yet been set for this event.

The Town Clerk reported that, with regard to the Civic Awards, she had received no further positive information in support of a possible award to Candidate 3.

It was **AGREED** that insufficient information had been received in order to make an informed decision regarding Candidate 3, but that the matter should appear on the next Agenda.

It was **AGREED** that the Town Clerk would write to the proposer.

PUBLIC PARTICIPATION

No members of the public were present.

FINANCE

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

5687 **RESOLVED** to adopt the Management Account Reports to 30th November 2009.

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

5688 **RESOLVED** to adopt the Management Account Reports to 31st December 2009.

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

5689 **RESOLVED** to adopt the Management Account Reports to 31st January 2010.

Although some individual budgets are overspent, the overall budget remains in credit this year. Overspends have occurred on the Christmas lights, the Frank Humphry and Sussex Day, all for good reasons, but £5,654 remained in the budget at the end of February.

EVENTS

Feedback on previous events

Christmas Fair: 28th November 2009 and Christmas Lights

The Events Co-ordinator expressed disappointment with the Christmas lights, which had never worked properly despite efforts by the supplier to resolve the problems. The supplier has one further year left of a three-year contract.

It was **AGREED** that Caroline Miles will contact the Fire Brigade to discuss whether emergency access can be dispensed with down the entire length of the High Street and the Broadway when the Christmas Fair is held, as it is in East Grinstead. This would allow the stalls to be organised in a more compact way, possibly back-to-back down the middle of the street, without obstructing the shop fronts.

Civic Carol Service: 2nd December 2009

This was thought to have gone well and Cllr Kay Moss thanked Caroline Miles for all that she had done to organise it.

FUTURE EVENTS 2010

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.

NOTED

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.

The Conference has been re-organised this year in accordance with Cllr Anita Kerwyn-Nye's report on last year's Conference.

Committee Chairmen will sit at the top table with other Town Councillors possibly sitting at an angle to the top table. District and County Councillors will sit in the front row of the audience. All Councillors may be asked to answer questions as appropriate, including District and County Councillors, who will be available to answer questions appropriate to their tiers of authority.

The Mayor's charities, Hospice in the Weald and Clued-Up Info, will be invited to send representatives to receive cheques.

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.

NOTED

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 Pimms & 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.

The six Sussex flags will be flown for the whole day at the Town Hall, Montargis Terrace and Chapel Green. The Town Crier has been booked for 3.15pm to catch the end of school time. Leaflets will be sent to all schools in advance to be put in children's book bags. Further leaflets will be available at the checkouts in Waitrose and Morrisons and others will be handed out on the day.

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!

A dog show will also take place and, possibly, some other kind of animal show or ride e.g. horse and cart rides. A skateboard competition will be held and the VW Event will be featuring local bands in the afternoon.

It was **AGREED** that Caroline Miles would investigate the possibility of engaging additional local performers for the arena in case some drop out nearer the time and so that there is plenty going on.

Caroline Miles reported that £7,000 is spent on marquees and stalls, yet some stall holders do not turn up on the day. It was therefore

5690

RESOLVED to introduce, as from the Christmas Fun Day 2010, the requirement for all potential stall holders to pay a £25 deposit, which will be fully refundable if they turn up on the day.

It was **AGREED** to invite all retailers at the top of London Road to take a stall at the Christmas and Summer Fairs because they are known to lose money at any event involving the closure of the High Street.

It was **AGREED** that the army camp would be contacted to determine interest in marking Armed Forces Day on 26th June 2010, with the support of the Town Council.

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.

C & E/09.03.2010 - 9037

It was **AGREED** that the Christmas Fun Day should remain on 27th November 2010 to coincide with the farmers' market.

COMMUNICATIONS

Town Guide (details sent to Councillors with the Agenda)

A new proposal has been received from Local Authority Publishing for the production of a revised edition of the Town Guide. A new edition is produced roughly every three years and Local Authority Publishing sell advertising space for it on our behalf, thus ensuring that it is produced free of charge to the Town Council. We usually order about 2,500 copies at a time, plus additional maps, but still have plenty of copies in stock, although much of the content now needs updating.

It was **AGREED** that work should start on updating the content but that Local Authority Publishing should not be given permission to start selling advertising space until the autumn.

The Winter Newsletter has not been published due to a lack of material, but a larger Spring edition will be produced instead.

Because of the cost and the difficulty in finding a reliable delivery company, the Town Clerk suggested that, instead of trying to deliver a copy to every household in Crowborough, copies should be left at strategic locations in the town for people to help themselves. It was also suggested that people could be invited to sign up for electronic copies, although this would require some administration.

It was also suggested that the option of using Royal Mail to deliver the Newsletters be properly investigated. Although such deliveries need to be booked a year in advance, it would be useful to have the discipline of producing the Newsletters to a deadline. The development of a framework of content for each issue would also prove useful. As regular Newsletters could provide better advertisement opportunities for Town Council events, it may also be worth considering transferring a portion of the event advertising budget towards the cost of using Royal Mail to deliver.

It was **AGREED** that the Spring edition of the Newsletter should be ready for circulation by the week before the Town Conference.

AWARDS

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.

C & E/09.03.2010 - 9038

5691 **RECOMMEND** to Council that local organisation 1 should be given a commemorative award “for its outstanding contribution to charity fundraising and volunteering over many years.”

5692 **RECOMMEND** to Council that local organisation 2 should be given a commemorative award “for its outstanding contribution to charity fundraising and for fostering a community spirit over many years.”

The recommendations for these awards will be made to full Council next week. The awards (framed certificates) will be presented at the Town Conference and the names of the organisations added to the appropriate board in the Council chamber.

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN

There being none, the meeting closed at 9.35pm.