

Minutes of a meeting of the **COMMUNICATIONS and EVENTS** Committee held at the Town Hall, The Broadway, Crowborough on Tuesday 12<sup>th</sup> May 2009 at 7.30 pm.

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Present	Councillors	Paul Adams Leigh Colbran (7.37pm) Philip Fermor Anita Kerwin-Nye * Kay Moss Liz Scott Sandra Timms Neil Waller *	Chairman
Also present	Councillors	Colin Stocks George Moss (7.55pm) Linda Butcher Caroline Miles Susan Barnard 1 member of the public 1 member of the press	Town Clerk Events Co-ordinator Operations Administrator

\* *Denotes non attendance*

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#### **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Neil Waller, who had a previous commitment.

#### **DECLARATIONS OF INTEREST**

Cllr Kay Moss declared a Personal Interest in the Civic Awards as she has nominated a candidate.

Cllr Philip Fermor declared a Personal Interest in the Frank Humphry fire engine as his previous employer also used Chariots to service their vehicles.

9.45pm Cllr Paul Adams declared a Personal Interest as his children are involved with this group.

#### **MINUTES**

Minutes of the meeting held on 10<sup>th</sup> March 2009

**5339** **RESOLVED** that the minutes of the meeting held on 10<sup>th</sup> March 2009 as confirmed be signed by the Chairman.

Matters Outstanding

## Bus Stop Event

*Officer's Report : This event will be located on private land adjacent to the Petanque piste at Goldsmiths Leisure Centre but with use of Area 1 for parking and toilet provision agreed with the Town Council. The Town Clerk explained that as this event will now take place on private land, it no longer needs to be discussed at the next Social, Recreation and Cemetery Committee meeting, as had previously been agreed.*

## **COMMUNICATIONS**

### Newsletters

#### Spring – late delivery

It has been reported that some Newsletters have still not been delivered in Eridge Road and Hurtis Hill. It was AGREED that the delivery company should be reprimanded for failing to deliver within the specified time period.

It was also AGREED that a price for separate delivery should be sought, although it was acknowledged that this would be more expensive.

#### Summer – content

The Town Clerk explained that this edition would include the Annual Report, compiled from the various Committee Chairmen's annual reports, and also a synopsis of the annual accounts.

It was suggested that Graham Brown, Chairman of Owlsbury Allotment Holders Association, should be invited to write an update on how the allotments are progressing. It was also suggested that a synopsis be included of the respective responsibilities of the Town, District and County councils.

Future events would also be included.

### Website

It was acknowledged that the website is now much more up-to-date, although more could be done to improve it. It was suggested that after the Annual Statutory Council meeting a list of committees and the councillors that sit on them be included on the website. Caroline Miles explained that assistance would need to be sought from the web designer in order to change the website colours or to ensure that upcoming events appear in the correct order or are advertised more prominently.

### Advertising of Events

The Chairman proposed that the Council use large poster boards on which to better advertise Council events. These would cost £30-40

each per event. The Town Clerk advised that the only suitable council-owned land on which such boards could be displayed was the MOD playing field site and the entrance to Goldsmith's Recreation Ground.

A proposal to provide two full boards on Council land or in private gardens one week before each event was lost.

**5340** **RESOLVED** that two full poster boards for the Summer Fair be situated at the MOD and Goldsmith's sites.

The Chairman also proposed the use of local company sponsored advertising boards as this would result in no cost to the Town Council and much-needed advertising for local companies. It was acknowledged that there had been problems with such a scheme when it was used last year.

**5341** **RESOLVED** to investigate the possibility of using local company sponsored boards to advertise Town Council events: Caroline Miles is to approach all estate and letting agents in town to this end and report back to the next committee meeting.

The Chairman suggested that the item concerning the Frank Humphry fire engine be discussed next as two additional councillors and a member of the public were now present for this item and this was AGREED.

### **FRANK HUMPHRY FIRE ENGINE**

Extract from e-mail received from Cllr George Moss:

*"Here we are again, another bank holiday and another event for Frank H....*

*This time it was to be collected from Chariots, down near Lewes @ 10 am and driven to the Whitehall centre. Collected it alright and he actually started, no problem at all*

*On collection I was told that the magneto was now not working, which incidentally means that only 6 spark plugs out of 12 are firing! but was assured that this was no problem.*

*Within a mile of collecting him he started misfiring and in no time at all was virtually undriveable! Called the man out from Chariots who agreed that Frank was sick as a pig and that I should return him to Chariots with a suspected head gasket failure.*

*This proved virtually impossible as by now I was having trouble turning him around on a mile long straight as he was hardly drivable. The long mile back, long queues of bank holiday traffic.*

*The "coup de grâce" was, when coasting down a hill (which incidentally was faster than the engine) the steering wheel came off the steering column! Never knew so much fun could be had on a bank holiday holding the steering wheel, when not actually connected to the ten tons of rolling fire engine!*

*Anyway, this got me and my trusty helper thinking. What is needed is a "Friends of the Frank Humphry society (FoFH). A group of town folk who would look after Frank on a regular basis. We would need to find local accessible storage, and to manage a budget for maintenance.*

*I am sure that for starters I, Andrew Camsell, Colin Stocks (and say Louis) would be interested in setting up a FoFH society. We would just need to find someone good with old engines etc, storage and a lot of continued good will from the Town Council.*

*Either I or Andrew Camsell (or both) would like to speak to the committee about it.*

*The Frank Humphry is a huge resource but it has to be reliable and work."*

Cllr George Moss further explained that due to the Frank Humphry's unroadworthiness and frequent breakdowns, it often failed to attend events at which it was booked, thereby disappointing both children and organisers. Unless it could be properly maintained, the alternative would be to consign it to a museum. Paid professional help would continue to be needed to maintain it, but a Friends group could greatly assist in looking after it, raising funds and delivering it to events. Although a maintenance budget would be needed, attendance at events could earn money towards this.

Cllr Philip Fermor gave a short history of the Frank Humphry's care and storage since it was purchased by the Town Council in January 1999.

The need to find a more suitable storage site than that currently available at the Wolfe Recreation Ground was discussed, as well as the need for the fire engine to be driven regularly to keep it in good condition.

The need for publicity, perhaps through the 'Courier', the summer newsletter, and at the Summer Fair, was discussed in order to attract local interested people who might become Friends. The Chairman suggested that a costed maintenance plan be presented to Council in order for an annual budget to be agreed. The requirement for a suitable constitution for a Friends group was noted and that the Town Council should continue to have overall care and control.

**5342** **RESOLVED** to proceed with the setting up of a 'Friends of Frank Humphry' group.

## **EVENTS**

### Boundary Walk – 17<sup>th</sup> May 2009

*Officer's Report (Caroline Miles, Events Co-ordinator) : Everything is now in place for what we hope will be a successful event.*

*Posters are now evident around the town and adverts have appeared in both the Friday – ad and Sussex Courier. A leaflet drop advertising the event took place on the 28<sup>th</sup> April in the town and many of the traders have placed the leaflet in their windows.*

*The library and Wealden District Council also agreed to take our leaflets both for display and for handing out.*

*Reverend Bibby has agreed to lead the prayer before our walk.*

*The Wealden Walkers have once again kindly agreed to assist us as has Tatiana Keenan of Saints Hill.*

*Jackie Taylor of the W.I. will once again serve refreshments at the halfway point.*

*We are hoping to have numbered visibility vests this year as this will assist us when walkers reach specific checkpoints.*

The walk will be publicised this week in the 'Courier'. Cllr Kay Moss will hand out certificates to those who complete the walk. NOTED

### Sussex Day – 16<sup>th</sup> June 2009

*Officer's Report (Caroline Miles, Events Co-ordinator) : Poster sites booked from 01.06.09 – 15.06.09*

*12 X 2 advert booked to appear in the Sussex Courier.*

*Press releases will be sent to the Courier/Sussex Express/ BBC Southern Counties Radio/BBC South East Today.*

*6 X Sussex Flags ordered.*

*St John Ambulance booked*

*Town Crier booked*

*Events booked: St George & the Dragon puppet show/Downsland players/ Crowborough players/Morris dancers.*

*W.I. will sell cream teas. Chris Grose will set up the beer tent. A spit roast has also been booked. I am investigating the possibility of a local company selling ice creams.*

*There is a company that produces Sussex ice cream just outside Uckfield.*

Caroline Miles also reported that primary schools had been notified. She agreed that the Town Crier's timings should be adjusted to coincide with primary school children going home. The possibility of distributing small Sussex Day flags with event details on the reverse will be considered for next year.

It was AGREED that leaflets would be produced that could be handed out in the town centre on the day and possibly to primary schools to hand out to children. NOTED

### Summer Fair – 11<sup>th</sup> July 2009

*Officer's Report (Caroline Miles, Events Co-ordinator) : 12 marquees left to fill*

*Volunteers needed to collect money for the Mayor's Charity at our attractions (6)*

*Rosettes and a cup ordered for the dog show. The Pet Shop has kindly agreed to provide a judge and will hand out leaflets advertising the event*

*Arena events: Cheerleaders/ Recall Theatre Group (stage organised) Suzanna Cox Dancing/Tae Kwondo demonstration.*

*St John Ambulance booked*

A map of the site was distributed to councillors.

Caroline Miles reported that she has also booked a bird of prey display for the arena but still needed to find an MC. It was suggested that the MC be thoroughly briefed in the rôle.

It was AGREED that the competition for best stall be notified to stall holders prior to the event this year and that the schedule of events on the day be advertised both in advance and on the day. NOTED

## Town Conference de-brief

Report from Cllr Kerwin-Nye:

1. Event to be publicised on Town Council website; newsletter; press; WDC and ESCC websites and with written notification to key stakeholders e.g. those who get grants, community groups etc.
2. WDC and ESCC councillors for Crowborough to be asked to share platform – it is not a CTC event it is the Town Meeting.
3. Piece to go in newsletter and on our website on CTC responsibilities compared with those of ESCC and WDC and how the three organisations work together (and how CTC challenges those two bodies on behalf of people of Crowborough as appropriate).
4. Have a 'warm' session at start – maybe a selected couple of grant recipients; maybe a session from the Ranger about the Country Park; maybe allotment holders. Strongly suggest that this uses multi-media /interesting presentations e.g. video of Ranger and school children with kids talking to camera about what they have learnt at park, some skateboarding from kids who have got money from us for skate park etc.
5. Have name badges for councillors and names in front of councillors. All Councillors to introduce themselves.
6. Report to be available on website at least 5 days before.
7. Copies of report to be available on night.
8. Chairs of committee to give a 2 minute summary of their papers on night (not reading them out verbatim rather highlighting key points). Again this could use multimedia e.g. one powerpoint slide with words or pictures each. This should include short presentations from WDC and ESCC colleagues.
9. Firm facilitation of question and answer session
10. Finish with set piece e.g. rousing talk from Mayor, a video of firework night etc.

The report from Cllr Kerwin-Nye was noted.

The difficulty was discussed of ensuring that the councillors' attendance report reflects a whole year. The year commences after the Annual Statutory Council meeting in May, yet the report is delivered at the Town Conference in April.

## Town Conference 2010

It was noted that the Town Conference will have to be held later than usual next year owing to the venue not being available, so could be arranged much closer to the Annual Statutory meeting, if desired.

Although this is not a Town Council meeting but a parish meeting, the Town Clerk will write a detailed report.

## **FINANCE**

Management Accounts to 28<sup>th</sup> February 2009 (sent to all Councillors 12.03.09).

**5343**

**RESOLVED** to adopt the Management Account Reports.

## **AWARDS**

**5344** **RESOLVED** pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the committee resolved that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

Four nominations for Civic Awards have been received over the past few months.

Nomination 1:

**5345** **RESOLVED** to present a Young Person's Civic Award to this nominee.

Nomination 2:

9.45pm Cllr Paul Adams declared a Personal Interest as his children are involved with this group.

**5346** **RESOLVED** that more information and verification be sought to support this nomination.

Nomination 3:

**5347** **RESOLVED** that more information and verification be sought to support this nomination.

Nomination 4:

**5348** **RESOLVED** that more information and verification be sought to support this nomination.

It was suggested that a pro forma might be provided in future in order to ensure more information is included in any nominations.

#### **URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN**

None.

The meeting closed at 10.08pm.