

Minutes of a meeting of the **COMMUNICATIONS and EVENTS** Committee held in the Town Hall, The Broadway, Crowborough on Wednesday 20<sup>th</sup> September 2017 at 7.30pm

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Present	Councillors	Peter Ellefsen Martyn Garrett Chris Moss Kay Moss David Neeves Alan Penney Ron Reed Greg Rose Wendy Scrace Matthew Street Sandra Timms*	Vice - Chairman      Chairman
Also present		Andy Beams Amanda Negus 3 members of the public	Town Clerk Committee Clerk

\*Denotes non attendance

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## **APOLOGIES**

Cllr Sandra Timms

## **DECLARATIONS OF INTEREST**

Cllrs Matthew Street and Martyn Garrett declared an interest as they are members of All Saints Church.

Cllrs Greg Rose, Kay Moss and Ron Reed declared an interest as they are members of the Friends of Montargis.

## **MINUTES**

Minutes of the meeting held on the 5<sup>th</sup> July 2017

**8194 RESOLVED** that the Minutes of the meeting held on 5<sup>th</sup> July 2017 as confirmed be signed by the Chairman.

Updated action list (attached to agenda)

The Clerk gave a verbal update that the Police had been requested to attend the firework display, but are unable to do so. Therefore two traffic marshalls have been booked to attend the event.

Frank Humphry is due to be moved on 6<sup>th</sup> October, investigations into repair can take place once it has been moved. Transportation is to be confirmed.

The Communications & Events Terms of Reference were not adopted by Council as a few amendments need to be made. To be put on the next agenda.

A suggestion has been made to move the Town Conference to the United Church as it is a much lower cost and also provides good facilities. A provisional booking has been made for 12<sup>th</sup> April 2018.

Noted.

**Standing orders suspended.**

**THE CROWBOROUGH HERITAGE GROUP** (attached to agenda)

Members of the Crowborough Heritage Group explained that the glass display cabinet in the Community Hall is small and can't display many artefacts at a time. They change the display theme every couple of months. They have a full stock cupboard which they are currently working on an inventory for. Ideally they would like a display room, or larger permanent display area with storage facility closeby. Interest is growing for local history and some schools have requested to have artefacts displayed as part of their curriculum.

If CTC move to Pine Grove, it was suggested that having a display area in the foyer may be a possibility. Once works are further progressed the Crowborough Heritage Group will be invited to speak to the Pine Grove Working Group.

Crowborough Heritage Group AGM is on Thursday 5<sup>th</sup> Oct. They would welcome people with local knowledge of some of the artefacts.

They are holding a quiz night on Saturday 18<sup>th</sup> Nov all about Crowborough Heritage at the St Johns new Church Hall.

**Standing orders reinstated.**

All members of the public left the meeting at 7.50pm.

**THE HIRE OF CTC MARQUEES** (attached to agenda)

The report was noted and for reasons of insurance and liability it was

**8195 RESOLVED** not to hire out the CTC marquees.

**THE MOUNTING OF THE MONTARGIS TILES**

The Committee Chairman gave a verbal report explaining that progress was slow because West Sussex County Council are the owners of the building including the wall and they have commissioned a report on the wall. CTC are waiting to sign the contract. Montargis Terrace land and flower beds are owned by WDC.

**AN UPDATE ON THE CROWBOROUGH BEACON** (attached to agenda)

The report was noted. The beacon is believed to be situated in the best location; to enable it to remain so and as the most cost effective option it was

**8196 RESOLVED** to have an outdoor flambeau set into the basket of the beacon.

**EMERGENCY PLAN**

To begin the process of constructing an Emergency Plan for Crowborough

WDC have a comprehensive emergency plan in place that incorporates Crowborough. However, it was agreed that having an emergency plan covering problems specific to Crowborough would be a good idea and a working party was created to begin the process of creating one. The working party will consist of Andy Beams; the Town Clerk and Cllrs Kay Moss, David Neeves, Wendy Scrace and Matthew Street.

## EVENTS

### Officers report (attached to agenda)

- Christmas Cracker – More signs have been purchased so road closures and diversions should be much clearer this year. Waiting to hear if Michael Greco is still able to switch on the lights.
- Civic Carol Service – A more cost effective way to provide drinks and snacks would be to self-cater with supermarket purchased items. Cllr Wendy Scrace offered to help on the evening to save on officer lieu time.

## COMMUNICATIONS

### Website and social media report (attached to agenda)

If the Communications & Events committee would like to update the website, monies need to be allocated when the budget is set. Some companies offer updates to the site every couple of years as part of their service. Suggestions made for a new website include: having a facility to accept payments via the website in the future, having a facility similar to the WDC “My Alerts” which are email updates sent to people who sign up for them and a “Councillor only” area with password access.

Noted.

## FINANCE

### Up to date income, expenditure and payment listing (attached to agenda)

A question was asked as to what spending under code 4217 “Other events” related to. The Clerk will check and advise.

Noted.

### **A REQUEST FOR THE GRANTING OF A CIVIC AWARD** (attached to agenda)

- 8197 RESOLVED** that this Council excludes the public and press from this meeting on the grounds of the confidential nature of the business to be transacted. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960 section1.

Councillors appreciated the contributions made by the nominees, but unfortunately they don't meet the civic award criteria. The Clerk will write to notify the nominator.

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

A discussion about the firework display to be added to the next agenda.

Cllr David Neeves suggested having a “Run the Rec” event in Crowborough similar to that in Battle. It is the equivalent to a children's park run and encourages fitness and fun. Children from all the schools enjoy the event together. It was suggested the Crowborough Runners might be interested in organising it with support for advertising from CTC. The Clerk can provide a contact name and number in Battle for more information. To be put on the next agenda. Plenty of volunteers would be needed.

The meeting closed at 8.35pm