

Minutes of a meeting of the **COMMUNICATIONS and EVENTS** Committee
held at the Town Hall, The Broadway, Crowborough on Monday
10th January 2011 at 7.30pm.

Present	Councillors	Leigh Colbran Philip Fermor Tatjana Keenan Kay Moss Liz Scott * Colin Stocks Matthew Street Sandra Timms	Vice Chairman Chairman
Also present		Philippa Hewes Caroline Miles Susan Barnard	Town Clerk Events Co-ordinator Operations Administrator

* *Denotes non attendance*

In the absence of the Chairman the meeting was chaired by the Vice Chairman, Cllr Tatjana Keenan.

APOLOGIES FOR ABSENCE

Cllr Liz Scott

DECLARATIONS OF INTEREST

None

MINUTES

Minutes of the meeting held on 9th November 2010

6031 **RESOLVED** that the minutes of the meeting held on 9th November 2010 as confirmed be signed by the Chairman.

Matters Outstanding

A complaint had been received from the resident of the flat above 'Images' hair salon to the effect that, when the Christmas lights had been erected, holes had been drilled into his wall without his permission.

EVENTS

Feedback on Previous Events

Christmas Fair – 27th November 2010

Officer's report:

Despite the cold weather the turnout was very good. The 'walk around' entertainment seemed to work very well and I would like to do the same this year. Only two stall holders did not turn up and their deposit of £20.00 was donated to the Mayors charities.

The good work of the Events Co-ordinator in organising the Christmas Fair was acknowledged. The Committee considered the implications of altering the time of the Fair.

Christmas Carol Service – 8th December 2010

Officer's report:

The number of people attending the Carol service was disappointing and holding the reception at the back of the church may not have worked as well as the usual venue. The representatives from the local youth groups that took the readings did exceptionally well and all credit must go to Cllr Cowie who took one of the readings at the eleventh hour!

FUTURE EVENTS 2011

Town Conference – 10th March 2011

Officer's report:

*Request for reports from Committee chairmen and Mayor sent out in December 2010. Report received from the Environment committee.
Poster copy sent and posters have been requested for February.
The Police and ESCC (highways division) will be asked if a representative will attend the conference to give a brief talk and take questions from members of the public.*

Montargis Reception – 29th April 2011

The Twinning Association has been contacted to enquire if the reception date should be changed in view of the royal wedding.

Boundary Walk – 29th May 2011

A suggestion has been made for a 'countryside walk' which could incorporate the Ghyll and the Country Park but which would result in a shorter walk. The Committee felt that this would negate the connection with the tradition of 'beating the bounds'. About 100 people took part in the Boundary Walk last year.

Sussex Day – 16th June 2011

This year the Town Crier will open proceedings at 6pm.

Summer Fair – 16th July 2011

Arrangements continue for this event. There has been no contact regarding the possibility of a joint VW event and it was **AGREED** that the Summer Fair would be organised separately this year.

COMMUNICATIONS

Newsletter

The second edition of the Newsletter incorporated within the Crowborough Directory has been delivered, although some Councillors reported that they had not yet received copies. It had been designated a solus delivery but had actually been delivered with other leaflets. The Events Co-ordinator will look into these issues.

The deadline for copy for the next edition is 8th February.

Update on Review of Website

Councillors had examined a shortlist of websites with a view to picking out features that could beneficially be incorporated into a new website design for the Town Council.

It was **AGREED** that a working party should be set up to draw up a website specification before the next meeting. Councillors Leigh Colbran, Tatjana Keenan and Kay Moss volunteered to form the working party with Colin Stocks assisting as required.

Postcard Photographic Competition

This was advertised in the recent Newsletter but also needs to appear on the website. The deadline for entries is 30th June. A poster will also be displayed at Beacon College.

FINANCE

Management Accounts to 31st October 2010 (sent to all Councillors 8th November 2010).

Management Accounts to 30th November 2010 (sent to all Councillors 9th December 2010).

6032 **RESOLVED** to adopt the Management Account Reports to 31st October 2010 and to 30th November 2010.

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN

An email has been received requesting a Halloween parade, which will be considered at the next meeting.

It was suggested that forthcoming events should be advertised on the sides of the road sweeper's bin. It was explained that the subject of litter collection was under review.

It was pointed out that most of the town notice boards no longer contain the white backing sheet giving information on hiring the boards, which is visible when the boards are not in use. This will be looked into.

The process of considering Christmas lights will commence soon with contractors being asked to provide images of what the proposed lighting designs would look like in Crowborough.

The meeting closed at 8.40pm.