

Minutes of a meeting of the **COMMUNICATIONS and EVENTS** Committee
held at the Town Hall, The Broadway, Crowborough on Tuesday
12th July 2011 at 7.30pm.

Present	Councillors	Elizabeth Fermor Philip Fermor Kay Moss David Shaw Matthew Street Neil Waller *	Vice-Chairman Chairman
Also present		Philippa Hewes Caroline Miles Matthew Smeeth 2 members of the public	Town Clerk Events Co-ordinator Work-experience

* *Denotes non attendance*

Questions from the public

One member of the public advised of a proposal to hold a Crowborough Festival next year with the aim of making Crowborough more visible and to attract tourists to the town.

APOLOGIES FOR ABSENCE

None

DECLARATIONS OF INTEREST

None.

MINUTES

Minutes of the meeting held on 8th March 2011 and 17th May 2011

6194 **RESOLVED** that the minutes of the meeting held on 8th March and 17th May 2011 as confirmed be signed by the Chairman.

Thanks were recorded to the Events Co-ordinator for the success of the Town Conference, the Boundary Walk and the Montargis Reception. It was noted that additional support will be required next year for directing participants in the Boundary walk.

Matters Outstanding

Frank Humphrey

The Frank Humphrey was repaired as authorised (6078). Further problems have now occurred and investigations are being undertaken. It is recognised that there will be problems due to the age of the vehicle and that it is difficult to budget when costs are unknown. There has been no response to a recent article in the newsletter asking for

help with storage. There was a discussion on a suggestion to form a Friends of Frank Humphrey group to raise awareness of the vehicle and collect funds.

- 6195** **RESOLVED** to aim to get Frank Humphrey to the Summer Fair to raise the profile of the vehicle and gauge interest in forming a Friends of Frank Humphrey group to collect funds.
- 6196** **RESOLVED** to spend up to £2000 + VAT for further repairs to Frank Humphrey.

Bunting

Bunting was installed for the Royal Wedding. It will be removed in August by the Christmas Lighting contractor when checks are carried out.

Postcard competition

The closing date for the postcard competition has been extended to 1st August.

EVENTS 2011

Sussex Day - 16th June

Officer's report:

The weather was appalling for the event with torrential rain at 6.00pm when the event started! Despite this, the marquees went up, Heathfield Silver Band played on, Herne School sang a medley of Beatles songs and the Susannah Cox dancers gave terrific performances. The numbers were obviously down on last year because of the weather but the people that came to support the event had a good time.

Summer Fair – 16th July

Everything is now in place for the Summer Fair. Marking out the field will be carried out week beginning the 11th July.

The marquees will be erected on Friday 15th July.

Advertising has been booked with the Courier running 1 x 12 x 4 on the 8th July and 1 x 12 x 4 on the 15th July. The council will be paying for 2 x 12 x 2 adverts as in return for the larger adverts the Courier will be having a pitch at the fair. Posters advertising the fair have been displayed since w/b 20th June. Leaflets are in situ around the town in shops and the petrol stations. They have also been sent to local primary schools for inclusion in the children's book bags. Press releases have also been sent to radio stations and regional newspapers.

Activities for the event are as follows:

Medieval Bouncy Castle

Space ball

Surf simulator

Spider mountain climb

Electric Go carts

Mr Topples puppet show and balloonist.

*The arena entertainment is as follows:
The eagle and vulture show
Taekwon-do demonstration
Dance Display
Cyril the Squirrel and his Racing Terriers
The dog show will run from 4.00pm – 5.00pm*

Civic Reception – 10th September

Officer's report:

The civic reception in respect of the Crowborough Carnival will take place on Saturday 10th September in the Town Hall from 7.30pm. Invitations have been sent out. The deadline for replies is Friday 26th August.

The format will be a buffet supper with wine and soft drinks. Gifts for Carnival Royalty will be purchased w/b 1st August.

FUTURE EVENTS

To discuss options for the Christmas Fair

It was agreed that the main aims of a Christmas event are to have an official switching on of the Christmas lights and to bring people into the town; the entertainment and Santa's grotto are very popular.

An all day outside Christmas event is dependent on the weather; last year snow caused problems with attendance. Previous events have provided a venue to promote the charities of the town although Beacon Community College holds a Christmas event indoors where charities can be represented. A review of the Council's insurance has highlighted the need for stall holders to provide evidence of public liability insurance and this requirement may affect attendance in future.

There was a discussion on holding an evening Christmas event linking in with late night shopping on a Thursday. This would have the benefit of providing focused entertainment between 5pm and 7pm and turning on the lights in the dark. The High Street would only need to be closed for setting up and during the event.

6197 **RESOLVED** to hold a Christmas event on the evening of Thursday 1st December and to provide entertainment including Santa's grotto.

To consider possible celebrations for the Queen's Diamond Jubilee

The following suggestions were put forward as ways of celebrating the Queen's Diamond Jubilee:

- Using a red, white and blue colour scheme for planting in the flower beds.
- Planting a celebration tree on Chapel Green.
- Installing bunting on Chapel Green and the High Street.

The suggestions will be taken to the relevant committees for consideration.

UNCONFIRMED UNTIL THE NEXT COMMITTEE MEETING

To consider recognition for the 2012 Olympics
Deferred to next meeting.

COMMUNICATIONS

Newsletter

The next newsletter is due to be published at the beginning of November.

To review progress on new website

George Hedges has been appointed for the provision of a new website. A draft of the new site has been reviewed and work is continuing with the aim of going 'live' in August.

FINANCE

Management Accounts to 30th April 2011 (sent to Councillors 18th May 2011)

Management Accounts to 31st May 2011 (sent to Councillors 8th June 2011)

6198

RESOLVED to adopt the Management Account Reports to 30th April and 31st May 2011.

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN

None.

The meeting closed at 8.25 pm.