

Minutes of a meeting of the **COMMUNICATIONS and EVENTS** Committee  
held at the Town Hall, The Broadway, Crowborough on Tuesday  
13<sup>th</sup> September 2011 at 7.30pm.

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Present	Councillors	Quentin Burch Michael Cooke Elizabeth Fermor Philip Fermor Kay Moss Ron Reed * Wendy Scrace * David Shaw Matthew Street	Vice-Chairman Chairman
Also present		Philippa Hewes Susan Barnard	Town Clerk Operations Administrator

\* *Denotes non attendance*

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The Chairman welcomed the new Councillors to the Committee.

**APOLOGIES FOR ABSENCE**

Cllr Wendy Scrace – prior engagement.  
Cllr Ron Reed – personal reason.

**DECLARATIONS OF INTEREST**

None.

**MINUTES**

Minutes of the meeting held on 12th July 2011

**6257** **RESOLVED** that the minutes of the meeting held on 12<sup>th</sup> July 2011 as confirmed be signed by the Chairman.

Update on matters outstanding  
Frank Humphrey

Cllr Elizabeth Fermor had produced a report based on feedback compiled from members of the public questioned at the Summer Fair (previously circulated to Councillors). This demonstrated the popularity of the fire engine at Town Council events but no support for the establishment of a 'Friends of Frank Humphrey' fundraising group nor offers of storage.

It was **AGREED** that an approximate valuation of Frank Humphrey should be obtained prior to the next meeting.

It was **AGREED** that Bentley Wildfowl should be approached to discuss the possibility of Frank Humphrey being exhibited there but made available to the Town Council for key events.

#### Postcard competition

Three winners have been selected and notified. Their photographs will be used to create three separate postcards which will be sold at the caravan site in addition to the Town Hall.

### **EVENTS**

#### Report on Summer Fair – 16<sup>th</sup> July 2011

*Heavy rain deterred many people from attending. Some of the organized attractions could not go ahead due to the weather and some of the stall holders did not attend. The dog show proved to be very popular.*

The cost to the Town Council of staging this event is approximately £10,000 regardless of the weather. The Chairman met with the Town Clerk and Events Co-ordinator shortly afterwards to consider ideas for improving next year's event, which will be put before the Committee at a later date.

The Committee recorded its thanks to Caroline Miles, the Events Co-ordinator, for all her work in organising this event.

#### Civic Reception – 10<sup>th</sup> September 2011

The Mayor thanked those Councillors who attended and reported that the Reception was well attended and included 20 visitors from Montargis. It was suggested that a hall may need to be hired for next year's Reception in view of the anticipated number of Montargis visitors.

#### Christmas Event – 1<sup>st</sup> December 2011

This will take place for 2 hours in the evening and will incorporate the Christmas lights being switched on, ideally by a celebrity. Various entertainments are being arranged and Santa's Grotto will be open in the Town Hall.

#### Boundary Walk

A letter had been received from Canon Cornes suggesting the Town Council consider commencing the Boundary Walk at 12.30pm or 1.30pm to allow morning churchgoers to take part.

It was **AGREED** that commencement of the walk would continue to be at 9.30am because churchgoers wishing to take part can attend other services. Councillors were of the opinion that a lunchtime start would

break the day up too much for participants and for the Council staff in attendance.

To consider possible celebrations for the Queen's Diamond Jubilee

*The Environment Committee will be considering possible planting schemes for next year. The Sport, Recreation and Cemetery Committee has agreed in principle to plant a tree to commemorate the Queen's Diamond Jubilee.*

*Marion Shepherd, Deputy Lieutenant for East Sussex, has asked communities to participate in 'the Big Lunch' in East Sussex to celebrate the Jubilee.*

It was **AGREED** that Cllr Michael Cooke would discuss with Canon Cornes the possibility of All Saints' Church expanding its Sunday street party into a 'Big Lunch' on Chapel Green to which the wider community could be invited.

It was **AGREED** that the cost of commemorative coins would be looked into for discussion at the next meeting.

To consider recognition for the 2012 Olympics

*The Sport, Recreation and Cemetery Committee is to consider the potential involvement of local sports clubs in celebrating the Olympics next year.*

It was **AGREED** to suggest to the Sport Recreation and Cemetery Committee the idea of promoting friendly matches or competitions between local sports teams and using the occasions as opportunities for fund raising for local sports clubs.

It was **AGREED** to carry forward to the next meeting the discussion regarding bunting, in time for which the Events Co-ordinator will investigate costs and styles.

**COMMUNICATIONS**

Newsletter

It was **AGREED** that the next four quarterly Newsletters should each run a profile on four Councillors with a view to introducing the recently-elected Council to the electorate. Each Councillor will be asked to supply a short paragraph about him- or herself to be printed alongside a photo and contact details.

New website

The new website is now 'live', with new content being added all the time. Old, archived minutes will not, however, be added. Encouraging comments on the new website were expressed by several Councillors.

**FINANCE**

Management Accounts to 30<sup>th</sup> June 2011 (sent to Councillors 11<sup>th</sup> July 2011)

Management Accounts to 31<sup>st</sup> July 2011 (sent to Councillors 15<sup>th</sup> August 2011)

**6258**      **RESOLVED** to adopt the Management Account Reports to 30<sup>th</sup> June and 31<sup>st</sup> July 2011.

To consider process for considering the budget 2012/13

The Town Clerk will meet with the Chairman to produce a draft budget for consideration by the Committee at the next meeting.

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

None.

The meeting closed at 8.38 pm.