

## CROWBOROUGH TOWN COUNCIL

To all Members of the **COMMUNICATIONS and EVENTS** Committee (with copies to all other Members for information).

You are summoned to attend a meeting of the **COMMUNICATIONS and EVENTS** Committee to be held at the Town Hall, The Broadway, Crowborough on Tuesday 1<sup>st</sup> November 2011 at 7.30 pm when it is proposed to transact the following business:-

Town Clerk  
21<sup>st</sup> October 2011

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### MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

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Questions from members of the public (15 minutes maximum)

#### 1. APOLOGIES FOR ABSENCE

#### 2. DECLARATIONS OF INTEREST

#### 3. MINUTES

##### 3.1 Minutes of the meeting held on 13<sup>th</sup> September 2011

##### 3.2 Update on matters outstanding

##### 3.2.1 Frank Humphrey

*The further repairs authorised (6196) have not yet been undertaken.*

##### Valuation of Frank Humphrey

*This is being progressed.*

##### Storage of Frank Humphrey

*An initial approach has been made to Bentley Wildfowl Museum regarding storage and this is being considered.*

##### 3.2.2 Postcard competition

*The winning postcards have been printed and there are three separate scenes of Crowborough. They are now available for purchase at the Town Hall.*

#### 4. EVENTS

##### 4.1 Firework event – 5<sup>th</sup> November

Officer's report:

*This event has now been finalised and numerous meetings have taken place with the Pyrotechnic Company to ensure a safe and successful firework display. This year the fireworks will be set to the music from the James Bond films.*

*T&T has very kindly offered to supply the barriers without charge. Members of the Crowborough Lions and Crowborough Bonfire Society have kindly offered to take the collection buckets. Posters*

*have been distributed around the town. Press releases have been sent out and an advertising campaign has taken place in the Courier. As the event will be taking place on a Saturday it is hoped that barring torrential rain the turnout should be up on last year.*

#### **4.2 Remembrance parades and services**

*Officer's report:*

*Road closures and barriers have been organised. Town Council ground staff will man the barriers. The maroon will be fired at 11.00am on the 11<sup>th</sup> November.*

#### **4.3 Christmas Event – 1<sup>st</sup> December**

*Officer's report:*

*Posters, leaflets and advertising campaign in place for distribution and publication. Road closures organised. St John's ambulance booked.*

*Xmas lights switch-on organised for 7.00pm with Blanchere.*

*The guides will be setting up the grotto in the Town Hall – this year they will be making a gingerbread house.*

*Crowborough Lions has kindly offered their sleigh with Father Christmas who will be arriving in the town at 5.00pm and will then make his way through the town to the grotto.*

*Herne School and St John's School choirs will be singing in the marquee at the Piazza.*

*Fairground rides organised. They will be situated in Croft Road, High Street and The Broadway.*

*Hot food and drink to be provided by The Blue Anchor and The Fire Station. There will also be a hot dog van present as well as vans supplying hot doughnuts and hot chestnuts.*

*The children's train has been booked to transport children to the grotto. M. C. booked. PA system booked.*

*Various street entertainment - Stilt Walking Ice Maiden, Glow Juggler, Ice man juggler & entertainer, Magician.*

#### **4.4 Civic Carol Service – 7<sup>th</sup> December**

*Officer's report:*

*All Saints Church together with the choir and organist booked for the evening.*

*Wadhurst Silver Band booked.*

*Emails have been sent to all the local primary schools asking if they would like to take part.*

*Herne School choir have replied kindly agreeing to participate.*

*Caterers contacted – awaiting reply.*

*Scout, RAF cadet, Guide and Army leaders contacted with regard to a member of their group taking the readings.*

#### **4.5 To consider possible celebrations for the Queen's Diamond Jubilee**

*Officer's report:*

*Cost of commemorative items:*

*Leather bookmarks – from £0.27 each (if 1000 orders)*

*Commemorative coins – from £0.73 (if 2500 orders)*

*Use of Bunting:*

*High Street - purchase approx £100.00*

*Chapel Green - use of existing bunting*

*Installation and removal of bunting is expensive - use of a Cherry picker, transport, fuel - £800.00 + cost of a person qualified to use the machinery as this cannot be done in-house.*

**4.6 Summer Fair – to consider possible amendments to the event 2012**

**5. COMMUNICATIONS**

**5.1. Newsletter**

Officer's report:

*The last issue of the newsletter went to print in October and will be distributed early November. It was decided at the last Communications and Events Committee meeting that subsequent issues should contain a short paragraph with a photo on town councillors and an email was sent asking all councillors to send in some information for publication. Three contributions have been received to date. The next copy deadline is Wednesday 30<sup>th</sup> November.*

**6. FINANCE**

**6.1 Management Accounts to 31<sup>st</sup> August 2011 (sent to Councillors 9<sup>th</sup> September 2011).**

**6.2 Management Accounts to 30<sup>th</sup> September 2011 (sent to Councillors 6<sup>th</sup> October 2011)**

**6.3 To review projected spend to the end of the financial year**

**6.4 To consider draft committee budget 2012/13**

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

