

Minutes of a meeting of the **COMMUNICATIONS and EVENTS** Committee  
held at the Town Hall, The Broadway, Crowborough on Tuesday  
1<sup>st</sup> November 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		Cllr Peter Cowie Philippa Hewes Caroline Miles	Town Clerk Events Co-ordinator

\* *Denotes non attendance*

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**APOLOGIES FOR ABSENCE**

Cllr David Shaw – personal reason.

**DECLARATIONS OF INTEREST**

None.

**MINUTES**

Minutes of the meeting held on 13th September 2011

**6301** **RESOLVED** that the minutes of the meeting held on 13<sup>th</sup> September 2011 as confirmed be signed by the Chairman.

**Update on matters outstanding**

Frank Humphrey

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

A valuation of £7000 - £8000 has been received via a preservation group.

An initial approach to Bentley Wildfowl Museum has indicated that storage of Frank Humphrey on site may be possible for a nominal weekly charge. The Council will be able to have access to the vehicle for events as necessary.

In order to try and minimise future maintenance costs, the existing engine could be replaced with a diesel engine at an estimated cost of £4,500 plus £1000 contingency.

There was a discussion on the various options available, with the preference to retain the vintage engine and tow the vehicle to events. Further enquiries to be made regarding storage as the height of the vehicle may be an issue.

#### 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.

An entry from the competition of a snow scene at the Country Park has been used for the Council's Christmas card.

#### Street party at Church Road

It has been confirmed that the proposed street party at Church Road to celebrate the Queen's Diamond Jubilee is for local residents. Other community groups are being encouraged to hold street parties in their areas.

### **EVENTS**

#### 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.*

There was a discussion on the possibility of expanding the event. This was not considered feasible due to capacity issues, health & safety considerations and lack of parking.

#### 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.*

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.*

The Events Co-ordinator will be liaising with the local traders to ensure that everyone is aware of the new format for the event. The stilt-walking fairy will switch on the Christmas lights.

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.*

Expenditure for this event includes the hire of the venue and refreshments for invited guests. All Saints has been used for the carol service for the last few years as it is large enough to accommodate the number of people.

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*

UNCONFIRMED UNTIL THE NEXT COMMITTEE MEETING

*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.*

A commemorative coin may be suitable if it is decided to provide a gift for primary school children to mark the occasion of the jubilee. Further information is to be sought regarding the cost of coins/display packaging and a sample obtained. Primary schools to be contacted to find out if there are any other proposals for providing commemorative gifts; 1250 children attend primary schools in Crowborough.

The cost of installing bunting at £800 and the same amount for removal was considered too high. The Chamber of Commerce Fun Day is being held 2<sup>nd</sup> June and many retail premises will be decorated for the occasion. Enquiries to be made to find out if it will be helpful for the Council to supply bunting on an individual basis.

In order to encourage community groups to consider street parties, it was agreed that information will be provided on the website,

#### Summer Fair – to consider possible amendments to the event 2012

The Summer Fair has traditionally provided an opportunity to promote local charities. Due to the poor weather this year, only 5 charities were present from an expected 36. The Council has many fixed costs associated with the event; the hire of the marquee and stalls is in the region of £4000. The possibility of asking charities to provide their own gazebos was discussed but this was not considered practical.

Children's rides and entertainment will be considered at the next meeting. Representatives from the Mayor's Charities could be asked to collect donations.

Some local schools hold events in the summer and it may be appropriate for the Council to consider an alternative event at another time of year in future.

**6302**

**RESOLVED** to hold a Summer Fair in 2012 to support the community and local charities. Preference will be given to local charities and a deposit will be charged that will be refunded on attendance. Commercial businesses may attend subject to space being available and full costs being met.

#### COMMUNICATIONS

##### 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.*

## **FINANCE**

Management Accounts to 31<sup>ST</sup> August 2011 (sent to Councillors 9<sup>th</sup> September 2011)

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

- 6303** **RESOLVED** to adopt the Management Account Reports to 31<sup>st</sup> August and 30<sup>th</sup> September 2011.

To review projected spend to the end of the financial year

The projected spend to the end of the financial year was reviewed and is within budget.

To consider draft committee budget

- 6304** **RESOLVED** to recommend to the Finance & General Purposes Committee the draft budget of £59,450 for 2012/13 for Communications and Events.

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

None.

The meeting closed at 9.00 pm.