

CROWBOROUGH TOWN COUNCIL

To all Members of the **COMMUNICATION AND EVENTS** Committee (with copies to all other members for information).

You are summoned to attend a remote meeting of the **Communication and Events Committee** on **Tuesday 19th January 2021 at 7.30pm** when it is proposed to transact the following business:

Caroline Miles, Town Clerk
13th January 2021

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC.

Access details for this remote meeting are available at
www.crowbroughtowncouncil.gov.uk or by telephoning 01892 652907

QUESTIONS FROM MEMBERS OF THE PUBLIC (15 minutes maximum)

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

3.1 Minutes of the meeting of 6th October 2020

4. WEBSITE

4.1 To **note** the Website report and **agree** any action

5. EVENTS

5.1 To **note** the Officers report and **agree** any action

6. ROCK SNAKE

6.1 To **note** the Rock Snake report and **agree** any action

7. REMEMBRANCE

7.1 To **note** the Remembrance report and **agree** any action

8. FINANCIAL MATTERS

8.1 To **note** the finance report and **agree** any action

9. CIVIC AWARD.

9.1 To **note** the confidential correspondence received and to **agree** further action

10. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING



AGENDA ITEM NUMBER: 4.1
MEETING DATE: 19th January 2021
COUNCIL/COMMITTEE: Communication and Events
TITLE: Website and Social Media
PURPOSE OF REPORT: To update members on the website/social media generally and on the Website Accessibility Audit
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

General update

Since March 2020, the council's website and social media platforms have been used to provide a range of useful information updates relating to the COVID-19 pandemic. On the website, a local information and guidance section has been created solely for this purpose. In addition, we have used the website and social media to provide information on agenda and minutes of Committee meetings, advertise the various Grounds Staff vacancies, provide information on road closures, and most recently, provide a platform for our virtual 2020 Civic Carol Service video. The number of social media followers is steadily increasing with 1,034 Twitter followers and 811 followers on Facebook.

Website Accessibility Audit

The website was professionally audited on 9th September 2020. Following the audit, and in conjunction with the auditor, an 'Accessibility Statement' was prepared and uploaded to the website. This contained a list of areas for improvement. These areas have been systematically worked on by CTC officers wherever possible; the specialist work has been carried out by the council's website designer (at a cost of £450). In line with the auditor's instructions, each time an issue is rectified, it is taken off the statement and the statement is updated. There is presently one remaining issue which requires work, and this is scheduled to be completed by the end of April 2021. Once all issues have been corrected, the website will be re-audited by the commissioned auditor and re-checked for compliance. A further update will follow in due course.



AGENDA ITEM NUMBER: 5.1
MEETING DATE: 19th January 2021
COUNCIL/COMMITTEE: C&E
TITLE: Event Officers Report
PURPOSE OF REPORT: Update on events for 2021
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Operations Officer

OFFICER RECOMMENDATIONS:	
1	It is the Officers recommendation that Sussex Day and Summer Fair are both cancelled for 2021. Boundary walk is prepared to go ahead depending on the restrictions in place by April. A decision on Fireworks and Christmas Fair is postponed until the next C&E meeting.
2	

Civic Carole Service 2020

Although the usual Civic carol service could not go ahead as normal last year, Tracie White our minute taking officer completed a fantastic job of arranging for a virtual carol service to be recorded and compiled into an online video. It was an impressive video and Tracie worked very hard to a tight deadline. I would like to congratulate her and pass on my thanks for helping C&E, which was beyond her usual workload.

COVID19

Unfortunately, although a New Year the pandemic is still affecting everyone daily. At the time of writing, we are in a National Lockdown which does not allow for events to be held. The restrictions are continually changing and so it is almost impossible to know where we will be in the next 3 months let alone 6 months. Due to this it is almost impossible to know whether we will be able to hold events this year or at what point we can start holding events again. I would like to be optimistic and say that our events will be able to go unhindered this year, however the reality is that it will be sometime before we are back to a state of normal. The lockdown is possibly going to be in place until 31st March, and only released gradually. From the experience we had of the first lockdown it is unlikely that any gatherings will be allowed until some considerable time after lockdown has been eased. If we returned to the previous tiered system, we would have to be in tier 2 before some of our events could even go ahead. Tier 1 for all of our larger events.

Councillors need to decide on how the Council should proceed with events for this year. I have detailed the outline of each event and the timescales involved for Councillors to decide how to proceed.

Boundary Walk – 16th May 2021

This is a relatively simple event to organise and can be organised within a matter of a few weeks before the event date. To allow the event to go ahead we would need to be in Tier 2 or lower. The only aspect of the event that would need to be booked in advance is the St Johns Ambulance first aid cover which costs approximately £120.00.

Sussex Day – 16th June 2021

This event requires several months of forward planning. Arrangements would need to start in February to confirm booking of such items as Music systems, performers, inflatables, and St Johns Ambulance. These costs would involve deposits and full payments being made which risks losing approximately £1,000. This event could only go ahead if we are in Tier 2 or lower.

Summer Fair/ Festival – 10th July 2021

This event requires planning to start in February due to needing to book and pay for Marquees and performances. Usually these get booked up very quickly in the beginning of the year and the deposits are lost if the event is cancelled. The money lost last year for cancelling was £3,000 and it is expected to be similar if we were to cancel again after planning starts. This event also involves arranging a lot of stall holders to attend which requires a lot of time to obtain all the stall holders attending. Currently under Tier 1 limitations we could only have up to 4000 attendees to the event. In previous years, this event has grown and normally 5-6,000 people attend. Therefore, we would have to either limit the number of people attending or not hold the event. It does not seem practical at this time to comprehend planning a new weekend long festival when the Summer fair itself could not be held in its current form.

Fireworks – 5th November 2021

Due to the Fireworks event being sometime away it is hoped that this event will no longer be under any restrictions. With the current Tiers system in place, it would not be possible to hold the event, however this will hopefully change by the time we get to November. To plan the event the fireworks company would need to have confirmation of the event going ahead by June 2021 at the latest. If we were to plan the event and then cancel, we would risk losing £20,000. The decision on this event could be left until the next C&E meeting in April.

Christmas Fair – 19th November 2021

As the Christmas Fair is a long time away it is hoped that this event will be able to go ahead without any restrictions. With the current Tiers system in place, it would only be possible for the event to go ahead if we were in Tier 1 due to the number of attendees to the event. Most of the event would not need to start to be planned until July, however the stalls need to be booked around April at a cost of £250.00.

It is the Officers recommendation that Sussex Day and Summer Fair are both cancelled for 2021. Boundary walk is prepared to go ahead depending on the restrictions in place by April. A decision on Fireworks and Christmas Fair is postponed until the next C&E meeting.

P.Cunnington

07/01/21



AGENDA ITEM NUMBER: 6.1
MEETING DATE: 19th January 2021
COUNCIL/COMMITTEE: C&E
TITLE: Rock Snake Report
PURPOSE OF REPORT: Update on the Rock Snake
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Operations Officer

OFFICER RECOMMENDATIONS:	
1	
2	

Rock Snake Update:

The order for the metal cage design members voted on was placed last year, this has since been fabricated by the company and will be collected in two parts by the ground staff to store at Wolfe yard until it is installed.

Work on installing the structure will commence by the ground staff at the beginning of March with a target date for completion on the 23rd March. All the stones are being safely stored in one of the sheds at Wolfe yard until they are installed.

Winter planting will be used in the maze beds surrounding the structure, until the lavender is ready for planting in May.

A commemorative plaque was discussed during the last meeting. This will be ordered nearer the time, however Councillors are requested to give suggestion to the wording they would like used on the plaque.

For Councillors to give guidance on the wording they would like used on the plaque.

P. Cunnington

04/01/21



AGENDA ITEM NUMBER: 7.1
MEETING DATE: 19th January 2021
COUNCIL/COMMITTEE: Communication and Events
TITLE: Remembrance 2021
PURPOSE OF REPORT: To inform members of changes to the Royal British Legion's input into Crowborough Remembrance events
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

Background

Crowborough Town Council has always had a strong relationship with the local branch of The Royal British Legion (TRBL). The TRBL has traditionally supported the council by organising the Remembrance and Armistice events in the town; the council helping by arranging the required road closures and providing marshals at each barrier on the day.

National Royal British Legion Policy Change

In 2020 the Board of Trustees of The Royal British Legion updated its policy on Remembrance Parades. This information was circulated to the local branch which has contacted the council to inform it of this change. In summary, with immediate effect, The Royal British Legion will no longer be able to organise remembrance parades for local authorities. A summary of the TRBL policy is as follows:

1. Remembrance events should, wherever possible, be organised by a Civic Authority. All aspects of an event that is organised by a Civic Authority should remain the responsibility of that Civic Authority. Temporary Traffic Management Orders ("TTMOs") may only be organised and deployed by the Civic Authority and on no account should TRBL staff or volunteers be deployed to manage traffic.
2. Where TRBL must be the Event organiser (because the Civic Authorities refuse) TRBL may take this role but there can be no street Parade, no road closure and, therefore, no need for a TTMO unless this aspect of the event is owned by a Civic Authority. Whilst the branch can be involved in determining a Parade route, it should not itself contract with a third party and may not take responsibility for the design, planning and deployment of a TTMO.

3. On the day of the Parade, TRBL and its volunteers must not engage in the deployment, management or removal of any TTMO. This includes, for example, placing barriers, directing traffic or driving vehicles that are involved in the TTMO.

Current Remembrance Events

Due to COVID-19 and the above policy change, the 2020 acts of remembrance on Remembrance and Armistice Days were simple, personal laying of wreaths; no events took place. However, in previous years the events would be as follows:

REMEMBRANCE SUNDAY

EVENT	ORGANISED BY	ATTENDED BY
Service at St Michaels and All Angels Church	Church	TRBL, Mayor and General Public
Remembrance Parade	TRBL	TRBL, Mayor, Scouting and Guiding fraternity, the Royal Air Force Air Cadets, the Army Cadets, veterans, the emergency services and general public
Wreath-laying ceremony at War Memorial	TRBL	As above
Service at All Saints Church	Church	TRBL, Mayor and General Public

ARMISTICE DAY

EVENT	ORGANISED BY	ATTENDED BY
Observance of Armistice Day	TRBL	TRBL and local schools

The council currently arranges temporary road closures for the wreath-laying ceremony on Remembrance Sunday and the observance of Armistice Day; and provides marshals at each barrier.

Legislation regarding Remembrance and Armistice events

There is currently no legislation that requires a town or parish council to organise or take ownership for any acts of remembrance, so the committee may decide how it wishes to mark Remembrance and Armistice Days and to what extent it wishes to be involved.

Future Remembrance Events

The local branch of TRBL has contacted the council with the following suggestion:

"The Crowborough Branch is not asking the Town Council to organise these events but to take ownership of them; the branch would continue with its present role. Taking ownership of the Parade and March...would mean that the Town Council's PL policy would cover those participating against any accident involving the participants. No road closure is required for this element of the proceedings but no doubt there is a "moving procession" situation which

has to be arranged. To summarise, we are requesting the Town Council to assume responsibility for those commemorations that take place on the public highway, thereby ensuring insurance cover. The Crowborough Branch's involvement would be to organise and manage the programmes."

In the national policy change from TRBL it is clear that its local branches can no longer organise remembrance parades; if the committee wishes to go ahead with a parade as part of a Remembrance Sunday event it would either need to take on complete organisation for the parade, or as the local branch has suggested, assume responsibility (including responsibility for any insurance or accident claims) for the part of the event on the public highway with the local branch contacting attendees and arranging the 'event' itself. The committee may want to consider the practicalities of a co-run event; for example, as the young peoples groups muster on Montargis Terrace and then parade down Croft Road to Chapel Green, it would be the council staff who would be responsible for marshalling them and ensuring their safety but TRBL who organises what order people should march in and how they should be arranged on Chapel Green.

In summary, the committee may want to consider the following options:

Option 1

To continue to administer the road closures for wreath-laying on Remembrance Sunday and observance of Armistice Day; and for TRBL to continue to organise these events. **No parade to be held.**

Option 2

To continue to administer the road closures for wreath-laying on Remembrance Sunday and observance of Armistice Day; and for TRBL to continue to organise these events. **In addition, the council will take 'ownership' for the parade but TRBL will arrange the event** (i.e. a co-run event)

Option 3

To continue to administer the road closures for wreath-laying on Remembrance Sunday and observance of Armistice Day; and for TRBL to continue to organise these events. **In addition, the council will take on full ownership and organisation of the parade.**



AGENDA ITEM NUMBER: 8.1

MEETING DATE: 19th January 2021

COUNCIL/COMMITTEE: C&E Committee

TITLE: Finance Report

PURPOSE OF REPORT: This report covers C&E's current income and expenditure against budget and Earmarked Reserves (EMR) position. Only significant variances have been reported on.

SUPPORTING DOCUMENTS: Appendix 1 – Income & Expenditure Report
Appendix 2 - Earmarked Reserves

CONTACT OFFICER: RFO

OFFICER RECOMMENDATIONS:	
1	The Committee is RECOMMENDED to: (1) Note the Committee's current income and expenditure position. Appendix 1. (2) Note this Committee's Earmarked Reserves. Appendix 2.

2. Income and Expenditure

2.1 Attached as Appendix 1 is the Income & Expenditure report for this Committee to date. There has been very little movement this year so far due to Covid 19. **Any recent significant variances are shown in bold**

2.1.1 305/4105 Frank Humphrey additional costs incurred for storage as machine could not be moved during lockdown

2.1.2 305/4109 Website audit came in £200 above budget and we have also had an additional cost of £450

3. Earmarked Reserves

3.1 This Committees EMR are attached as Appendix 2.
RFO

Detailed Income & Expenditure by Budget Heading 11/01/2021

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Communication & Events								
305 Communication and Events								
1005 Income-Poster Boards	530	276	900	624			30.7%	
1011 Income-Fireworks	457	0	350	350			0.0%	
1012 Income-Summer Fair	512	0	400	400			0.0%	
1013 Income-Sussex Day	20	0	150	150			0.0%	
1014 Income-Christmas Fair	505	0	400	400			0.0%	
1017 Income-VE Day	0	0	200	200			0.0%	
1050 Income-Miscellaneous	95	0	0	0			0.0%	
Communication and Events :- Income	<u>2,118</u>	<u>276</u>	<u>2,400</u>	<u>2,124</u>			<u>11.5%</u>	<u>0</u>
4101 Newsletter	2,250	750	1,600	850		850	46.9%	
4102 Hospitality/Civic Functions	728	5	650	645		645	0.7%	
4104 Public Entertainment Licences	1,547	0	2,000	2,000		2,000	0.0%	
4105 Frank Humphry	1,651	250	0	(250)		(250)	0.0%	
4106 Fireworks	20,809	0	22,000	22,000		22,000	0.0%	
4109 Website	1,300	3,150	2,500	(650)		(650)	126.0%	
4200 Twinning Reception	206	0	250	250		250	0.0%	
4201 Christmas Lights	10,798	175	12,500	12,325		12,325	1.4%	
4203 Summer Fair	12,009	2,998	13,300	10,302		10,302	22.5%	
4205 Boundary Walk	475	0	500	500		500	0.0%	
4207 Sussex Day	1,163	0	1,500	1,500		1,500	0.0%	
4208 Carol Service	1,172	550	1,700	1,150		1,150	32.4%	
4210 Christmas Fair	6,390	1,462	6,300	4,838		4,838	23.2%	
4211 Town Conference	0	215	400	185		185	53.8%	
4214 VE Day	0	1,007	7,000	5,993		5,993	14.4%	
4255 Equipment	68	112	250	138		138	44.9%	
4605 Poster/notice boards	584	839	1,000	161		161	83.9%	
Communication and Events :- Indirect Expenditure	<u>61,150</u>	<u>11,513</u>	<u>73,450</u>	<u>61,937</u>	<u>0</u>	<u>61,937</u>	<u>15.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(59,032)</u>	<u>(11,237)</u>	<u>(71,050)</u>	<u>(59,813)</u>				
Communication & Events :- Income	2,118	276	2,400	2,124			11.5%	
Expenditure	61,150	11,513	73,450	61,937	0	61,937	15.7%	
Movement to/(from) Gen Reserve	<u>(59,032)</u>	<u>(11,237)</u>						
Grand Totals:- Income	2,118	276	2,400	2,124			11.5%	
Expenditure	61,150	11,513	73,450	61,937	0	61,937	15.7%	
Net Income over Expenditure	<u>(59,032)</u>	<u>(11,237)</u>	<u>(71,050)</u>	<u>(59,813)</u>				
Movement to/(from) Gen Reserve	<u>(59,032)</u>	<u>(11,237)</u>						

<u>Nominal Code</u>	<u>Cost Centre</u>	<u>Earmarked Reserves</u>	<u>Opening Balance 01/04/2020</u>	<u>In</u>	<u>Out</u>	<u>Balance as at 11/01/2021</u>	<u>Committed</u>	<u>Projected</u>
317		<u>Communications & Events</u>						
9039	906	Notice Boards	3,272		995	2,277		2,277
		Events equipment	1,000			1,000		1,000
317		C & E Total	4,272	0	995	3,277	0	3,277



Civic Awards Policy

Responsibility: C & E committee

Review Cycle: Every three years, or earlier in the event of legislative changes

<u>Date of Adoption / Renewal</u>	<u>Resolution Number</u>
15 July 2008	5616
9 November 2010	
11 December 2012	6671
19 June 2018	8447

CIVIC AWARDS POLICY

1. Introduction

1.1 The council has a scheme for providing civic awards for members of the community who have made their mark on Crowborough. This could be someone who has worked selflessly for others in our community or someone who has brought credit to our town.

2. Categories of award

2.1 Categories of award are as follows:

- **Young citizen award** – a young person under 21 who has made a significant contribution to the residents of Crowborough, achieving success and/or overcome personal difficulties.
- **Citizen award** - A resident who lives or works in Crowborough who has made a significant contribution (social or environmental) to the residents of Crowborough, above and beyond the call of duty, or achieved local business success, or has overcome personal difficulties.
- **Sports & Culture award** - A person who has excelled at sport, the arts & culture, or entertainment, which has brought credit to them and / or Crowborough.
- **Mayors award** - This award would be given to anyone who for a specific single action of bravery, courage or someone who had overcome exceptional difficulties.
- **Lifetime achievement award** - A person who has gone the extra mile in the course of their paid duties or voluntary work and has provided exceptional service and lifelong dedication.
- **Voluntary organisation award** - A body or charity that has consistently given an outstanding service for the well-being of the community or the benefit of the Town's residents.

3. Nomination process

3.1 Members of the public can nominate someone for a civic award by email or writing to the council stating why they think they should receive an award.

3.2 There are no deadlines for receiving nominations. Councillors consider nominees throughout the civic year