

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 meeting of the **Communication and Events Committee** on **Tuesday 18th January 2022 at 7.30pm** when it is proposed to transact the following business:

Caroline Miles, Town Clerk
12th January 2022

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC.

QUESTIONS FROM MEMBERS OF THE PUBLIC (15 minutes maximum)

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

3.1 Minutes of the meeting of 5th October 2021

4. QUEENS PLATINUM JUBILEE BEACONS

4.1 To **note** the Officer's report and **agree** any action

5. EVENTS

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

6. POSTER BOARDS CHARGING REVIEW

6.1 To **note** the report and **agree** further action

7. CIVIC AWARD NOMINATION

7.1 To **note** the Confidential Civic Award Nomination report and **agree** any action

8. FINANCIAL MATTERS

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

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



AGENDA ITEM NUMBER: 4.1
MEETING DATE: 18th January 2022
COUNCIL/COMMITTEE: Communication and Events
TITLE: Queen's Platinum Jubilee Beacons
PURPOSE OF REPORT: To inform members of a national celebration
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

Background

As part of the four-day celebration weekend for the Queen's Platinum Jubilee, towns across the country are being asked to consider lighting their beacons as part of the 'Platinum Jubilee Beacons' event. This event will take place on Thursday 2nd June 2022 and will be the first international, community event of the weekend. The principal beacon will be lit in a special ceremony at Buckingham Palace.

Schedule

All national beacons should be lit at precisely 9.45pm. A special bugle call has been written for buglers, and a 'Song for the Commonwealth' written for choirs. Any bugle call should be undertaken at 9.40pm, and any choir should sing at 9.45pm. Towns do not have to provide either of these in order to take part, and may simply choose to light the beacon.

Crowborough Beacon

The council's beacon, located at Goldsmiths, is currently not functioning. Initial investigations suggest an issue with the ignition. This will have to be fully investigated and rectified before the council could take part in the event. In addition, should the council wish to light the beacon on 2nd June, two members of the grounds team would need to be available for the evening.

The committee is asked to consider whether it wishes to take part in the Queen's Platinum Jubilee Beacons by lighting the Crowborough beacon.



AGENDA ITEM NUMBER: 5.1
MEETING DATE: 18th January 2022
COUNCIL/COMMITTEE: Communication and Events
TITLE: Events
PURPOSE OF REPORT: To provide members with a review of autumn events and planning for upcoming events
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Events Coordinator

OFFICER RECOMMENDATIONS:	
1	
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Review of autumn 2021 events

Firework Display (5th November 2021)

Perhaps the best attended Firework so far. Pyrovision received fantastic feedback on their James Bond themed performance, we had great feedback by email as well as over social media. Many people commented on the improvements we had made, better lighting, better fencing and toilets on site. We had over 20 volunteers who helped collecting money for the Mayors Charities and in total we raised around £4000-£4500.

The Exit points, at Eridge road and at the Pilmer road are still much of a challenge. These are the main points we will be looking at in order to improve the experience as a whole. Pyrovision will continue doing the display in 2022, as they missed out on one year due to Covid. The new tender will apply from 2023, where we will be asking the applicants to consider silent fireworks and how that could work.

There was a small number of complaints via email and social media about the noise created by the display. In comparison to the number of compliments and amount of people living in the Crowborough area this represents a very small proportion.

Armistice Day (11th November 2021)

The working relationship between Crowborough Veterans & Supporters Association and the Town Council has worked really well. Ongoing communication and great teamwork contributed to a very well attended Armistice Day on November the 11th. An estimated 200 people attended the event and there was a wide range of age groups attending. Everyone was glad to see such great turnout of younger people.

Crowborough Veterans & Supporters Association and the Town Council will meet early 2022 to start the planning preparation for 2022.

Remembrance Day (14th November 2021)

Another well attended event. For the first time, the Remembrance Service took place in the morning rather than in the afternoon at All Saints Church, which received great feedback. The parade assembled in lower part of Croft Road and then marched towards the War Memorial, which worked well. The grounds team and office staff who had undergone traffic management training supported the march along the road. This was the first year in which the Council managed the junctions along the route of the parade. This was done by staff moving along the route to close a junction as the parade arrived at it. It was brought to our attention via a Councillor that the junction of Mill Road and Croft Road was not manned ahead of the parade reaching it, however this was not the initial plan. This caused no impact on the parade or the event and at no time was it deemed unsafe to continue. Again, Crowborough Veterans & Supporters Association and the Town Council will meet early spring to start the planning preparation for 2022. As with all events, a debrief has occurred and it has been agreed that to prevent staff having to rush between junctions, we will increase the number of staff at each junction in the future.

Christmas Fair (26th November 2021)

29 out of 30 stalls were used, with only one last minute drop out. There was a wide range of products/services on the stalls and a good mix of charities and commercial businesses. The event received much positive feedback. The new location of Santa's grotto at the Social Club worked well, the train transporting families up to the Grotto from The Broadway ran at near optimum capacity. The Social Club was pleased with the grotto and the interest it created in their club. Approximately two hundred children visited the grotto during the event.

The Events Coordinator will be looking into developing this event for 2022.

Civic Carol Service (7th December 2021)

All Saint's Church has given us positive feedback on the event. The evening was very well attended considering the challenges associated with Covid.

The event had a total attendance of 230 compared to 221 in 2018 and 207 in 2019 (figures received from All Saints Church). The majority of attendees were family members of children in the choirs.

Following the Service, which is open to the public, Crowborough Town Council (CTC) hosted the annual Civic Christmas Reception which was attended by around 50 people.

Planned events for 2022

Please see below list of confirmed events for 2022:

Town Conference (20th April 2022)

- Booking request for the church has been done

Boundary Walk (22nd May 2022)

- Planning will start in January
- Full plan and idea of the event to be presented to the committee at the next meeting

Queens Jubilee “Big Lunch” (5th June 2022)

- Planning has started
- Looking at children’s entertainment
- Local choirs, bands and performers
- Local vendors
- Chapel Green will be the location of the event as discussed in the last meeting
- Full plan and idea of the event to be presented to the committee on 12th April 2022.

Sussex Day (16th June 2022)

- No planning has started (Town Crier and to raise the Sussex Flag)

CrowFest (16th-17th July 2022)

- Planning has started
- As this is the council’s first live music event, the Events Coordinator and Operations Manager have gained valuable advice from the organiser of Local and Live in Tunbridge Wells, Paul Dunton. He has agreed to continue this support and will assist with contacts in the local music industry and local vendors. He will act as a consultant and stage manager at the event.
- A site visit has been completed with a staging, lighting, sound and security company to start the design process.
- A social media account has been started to assist with the promotion of the event and to promote it locally. A free website has also been set up by the Operations Manager to assist with the local artists to apply to play at the event, along with volunteers and to pass on information to residents nearer the time of the event.

Firework Display (5th November 2022)

- Planning hasn’t started

Armistice Day (11th November 2022)

- Crowborough Veterans & Supporters Association and CTC will meet early 2022 for planning of 2022 events

Remembrance Day (13th November 2022)

- Crowborough Veterans & Supporters Association and CTC will meet early 2022 for planning of 2022 events

Christmas Fair (25th November 2022)

- Planning hasn't started
- The Christmas lights contract is due for re-tender this year. More information will be available at the next meeting on 12th April.

Civic Carol Service (7th December 2022)

- Church to confirm date
- All Saints Church can no longer accommodate Tuesdays, therefore the event will be hold on a Wednesday going forward.



AGENDA ITEM NUMBER: 6.1
MEETING DATE: 18th January 2022
COUNCIL/COMMITTEE: Communication and Events
TITLE: Poster boards charging review
PURPOSE OF REPORT: To review and decide on poster board charges for 2022/2023
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
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The Council has fourteen A1 poster boards and two extra-large sized poster boards for hire (non-commercial use only).

The location of the A1 posterboards are as follows:

- Alderbrook Playing Field (outside)
- Chapel Green
- Clokes Corner
- Elim Court Gardens
- Ghyll Road
- Goldsmiths Leisure Centre (right)
- Harecombe Road/Whitehill Road
- Jarvis Brook Railway Station
- Jarvis Brook Car Park (outside)
- Jarvis Brook Memorial Hall (outside)
- Montargis Way/Crowborough Hill
- Piazza (Town Centre)
- Queens Road/Whitehill Road
- Pine Grove

The two extra-large boards are located as follows:

- Goldsmiths Leisure Centre
- MOD Pitch

Poster board charges year on year from 2016/17

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
A1 Boards	£5.00	£5.00	£6.00	£6.00	£6.50	£6.50
Extra-large Boards	£10.00	£10.00	£12.00	£12.00	£12.50	£12.50

All charges are per week.

Members are asked to review the poster board charges for 2022/23 and consider the following options:

1. To keep the hire charge the same as in 2021/22
2. To increase the hire charge for 2022/23 (and to specify the amount of the increase)



AGENDA ITEM NUMBER: 8.1
MEETING DATE: 18th January 2022
COUNCIL/COMMITTEE: Communications & Events 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 A – Income & Expenditure Report
Appendix B - Earmarked Reserves
CONTACT OFFICER: RFO

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

1. Income and Expenditure

- 1.1 Attached as Appendix A is the Income & Expenditure report for this Committee to date. **Significant variances are reported in bold.**

Income

305/1011 This code currently shows donations received from the fireworks of **£3,999** which will be paid out to Mayors charities. There is further monies waiting to be paid into the account

Expenses

305/4104 This will exceed budget by **£1,316** due to the PPL/PRS licenses required for all events this year being more than anticipated

305/4201 Currently waiting on invoice for this years Christmas Lights

2. Earmarked Reserves

2.1 This Committees EMR's are attached as Appendix B.

Committee is asked to consider if the Earmarked Reserves are still required.

2.2 Committee is asked to consider whether any known underspends from 2021/2022 will be Earmarked towards future costs.

It has been resolved that the following underspend is Earmarked for planned events in 2022/23 – resolution number 9535

4210/305 Summer Fair £23,000 To go to EMR code 906/9044 Festival

RFO

Detailed Income & Expenditure by Budget Heading 11/01/2022

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
<u>Communication & Events</u>								
<u>305 Communication and Events</u>								
1005 Income-Poster Boards	276	516	900	384			57.3%	
1011 Income-Fireworks	0	4,384	350	(4,034)			1252.5%	
1012 Income-Summer Fair	0	0	400	400			0.0%	
1013 Income-Sussex Day	0	0	150	150			0.0%	
1014 Income-Christmas Fair	0	468	400	(68)			117.0%	
Communication and Events :- Income	276	5,368	2,200	(3,168)			244.0%	0
4021 Stationery and Printing	0	0	400	400		400	0.0%	
4101 Newsletter	1,500	750	1,650	900		900	45.5%	
4102 Hospitality/Civic Functions	98	206	650	444		444	31.8%	
4104 Public Entertainment Licences	0	2,916	1,600	(1,316)		(1,316)	182.3%	
4105 Frank Humphry	250	0	0	0		0	0.0%	
4106 Fireworks	0	21,505	22,000	495		495	97.8%	
4109 Website	3,150	750	5,000	4,250		4,250	15.0%	
4201 Christmas Lights	10,925	180	13,000	12,820		12,820	1.4%	
4203 Summer Fair	2,998	0	23,000	23,000		23,000	0.0%	
4205 Boundary Walk	0	334	500	166		166	66.9%	
4207 Sussex Day	0	600	1,500	900		900	40.0%	
4208 Carol Service	660	1,092	1,700	608		608	64.2%	
4210 Christmas Fair	4,262	5,269	6,400	1,131		1,131	82.3%	
4211 Town Conference	215	0	400	400		400	0.0%	
4214 VE Day	1,007	0	0	0		0	0.0%	
4255 Equipment	168	4,676	5,000	324		324	93.5%	
4605 Poster/notice boards	839	1,000	1,000	0		0	100.0%	
Communication and Events :- Indirect Expenditure	26,072	39,279	83,800	44,521	0	44,521	46.9%	0
Net Income over Expenditure	(25,796)	(33,911)	(81,600)	(47,689)				
6001 plus Transfer from EMR	(33,500)	0						
Movement to/(from) Gen Reserve	(59,296)	(33,911)						
<u>906 Earmarked C and E</u>								
9039 Notice Boards	995	2,063	0	(2,063)		(2,063)	0.0%	2,063
Earmarked C and E :- Indirect Expenditure	995	2,063	0	(2,063)	0	(2,063)		2,063
Net Expenditure	(995)	(2,063)	0	2,063				
6001 plus Transfer from EMR	995	2,063						
Movement to/(from) Gen Reserve	0	0						
Communication & Events :- Income	276	5,368	2,200	(3,168)			244.0%	
Expenditure	27,067	41,341	83,800	42,459	0	42,459	49.3%	
Net Income over Expenditure	(26,791)	(35,973)	(81,600)	(45,627)				

Detailed Income & Expenditure by Budget Heading 11/01/2022

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
plus Transfer from EMR	(32,505)	2,063						
Movement to/(from) Gen Reserve	<u>(59,296)</u>	<u>(33,911)</u>						
Grand Totals:- Income	276	5,368	2,200	(3,168)			244.0%	
Expenditure	27,067	41,341	83,800	42,459	0	42,459	49.3%	
Net Income over Expenditure	<u>(26,791)</u>	<u>(35,973)</u>	<u>(81,600)</u>	<u>(45,627)</u>				
plus Transfer from EMR	(32,505)	2,063						
Movement to/(from) Gen Reserve	<u>(59,296)</u>	<u>(33,911)</u>						

<u>Nominal Code</u>	<u>Cost Centre</u>	<u>Earmarked Reserves</u>	<u>Opening Balance</u>	<u>In</u>	<u>Out</u>	<u>Balance as at</u>	<u>Committed</u>	<u>Projected</u>
			<u>01/04/2021</u>			<u>11/01/2022</u>		
317		<u>Communications & Events</u>						
9039	906	Notice Boards	2,277		2,063	214		214
9037	906	Events equipment	1,000		1,000	0		0
9038	906	Sussex Day	1,500		1,500	0		0
9041	906	Summer Fair	10,000		10,000	0		0
9043	906	Eco-Exhibition	10,000			10,000		10,000
9044	906	Festival	12,000	10,000		22,000		22,000
317		C & E Total	36,777	0	14,563	32,214	0	32,214