

Minutes of a meeting of the **COMMUNICATIONS and EVENTS** Committee held at the Council Offices, Pine Grove, Crowborough on Tuesday 19th April 2022 at 7.30pm

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|--------------|-------------|---------------------------|-----------------------------|
| Present | Councillors | Alison Arthur | |
| | | Mike Cooke | |
| | | Martyn Garrett | |
| | | Kay Moss | |
| | | David Neeves | |
| | | Gareth Owen-Williams* | Vice – Chairman |
| | | Alan Penney | |
| | | Ron Reed | |
| | | Matthew Street | Chairman |
| | | Natalie Whittle | |
| Also present | | Melanie Street | Assistant Town Clerk |
| | | Mia Kelly | Events Coordinator |
| | | Tracie White | Minute Taking Administrator |
| | | One member of the press | |
| | | Two members of the public | |

*Denotes non attendance

A member of Green Transition Crowborough spoke regarding CrowFest. He stated that the organisation has been working to raise environmental awareness in Crowborough over the last year and are hoping to promote themselves further at CrowFest. A short report outlining proposals for the event has been sent to committee members. He stated that Uckfield are holding an Eco event in the upcoming weeks and hoped that the town council would be supportive.

APOLOGIES

None

DECLARATIONS OF INTEREST

Cllr Kay Moss declared a personal interest in Item 5.2 as she is a neighbour of Goldsmiths Recreation Ground.

Cllr Natalie Whittle declared a personal interest in Item 5.2 as a member of First Crowborough Scouts due to their participation in the Queen's Jubilee lunch and possible volunteering at CrowFest.

Cllr David Neeves declared a personal interest in Item 5.2 as a member of Crowborough Players due to their participation in the Queen's Jubilee lunch.

MINUTES

Minutes of the meeting of 18th January 2022

- 9726** **RESOLVED** that the Minutes of the meeting held on 18th January 2022 as confirmed be ratified by the Chairman.

ASHDOWN RADIO

The report was noted. A scheduled interview is due to take place with the Chairman of the committee on Monday 23rd May at 10:20am to promote CrowFest. It was agreed to review this before agreeing to any further interviews.

EVENTS

To note the Events report and agree any action

Members reviewed the upcoming events.

Town Conference

Attendance times were confirmed for the event. A member asked that an electronic version of the Annual Report be circulated prior to the event.

Boundary Walk

The event is scheduled for 22nd May. Members agreed that water and chocolate should continue to be provided free of charge.

The Events Coordinator will investigate the possibility of providing a water station for the 2023 event to enable participants to use refillable bottles as opposed to single use plastics.

Queens Jubilee 'Big Lunch'

Entertainment, food, vendors, choirs, and performers have been booked. The event is on the website and Facebook.

CrowFest

Members discussed the parking proposal for the event and requested that contingency plans consider inclement weather which may render Area 1 unusable. Event staffing was discussed and members were asked to contact the Events Coordinator if they wished to volunteer. It was suggested that local Scouts groups may be willing to volunteer with car parking. The Officer was asked to investigate the possibility of a refillable water station at the event.

The Eco Hub area was discussed. This area will be an informative and entertaining space with interactive areas, presentations, and leaflets. A member raised concerns that there may be mixed messages hosting an Eco Exhibition at a festival where consumable levels could potentially be high. It was agreed that external vendors be approached about using sustainable packaging for their refreshments wherever possible and that sufficient recycling bins be situated throughout the site to encourage festival goers to dispose of their litter environmentally.

Concerns were raised about the proposal to drive electric vehicles across the running track for a display next to the eco marquee due to weight implications on the track surface. Further concerns were discussed in relation to the impact on the football pitch given that the council spend money on maintaining it to 'silver' status. The officer was asked to investigate both concerns.

Firework Display

It was noted that this is the final year in contract for the current supplier. Investigations regarding the possibility of silent fireworks or lasers will be investigated at a future meeting.

Christmas Fair

Members considered the officer's request to extend the fair by thirty minutes to increase the sales opportunity for stall holders.

9727 **RESOLVED** to extend the finish time of the Christmas Fair to 18:30hrs.

Civic Carol Service

The Civic Carol Service is scheduled for 10th December 2022.

To note the Eco Exhibition report and agree any action

Members noted the report. It was agreed that the event be revisited at the meeting scheduled for 18th October 2022 when the budgets are set and when the committee can review the EcoHub at CrowFest. This can then be considered within the overall annual programme of events for 2023.

Two members of the public left the chamber at 20:22hrs.

FESTIVE LIGHTS

The report was noted.

9728 **RESOLVED** to extend the contract with the current supplier for one year at a cost of £10,550.00

CO-OPTION AWARENESS CAMPAIGN

The report was noted, and lessons learnt were discussed.

Improvements for future campaigns include boosting Facebook posts to reach a larger audience, presenting interested parties with application forms at the initial contact point and following up leads with phone calls.

It was noted that councillors, as ambassadors of the role, may want to promote co-options and other events via the use of their personal social media pages.

The committee thanked staff members for the work involved in the production of the co-option video.

FINANCIAL MATTERS

The Income and Expenditure report was noted.

A member enquired whether a separate account was to be set-up for Mayoral charities. The Assistant Clerk confirmed that this is being investigated.

The committee considered Earmarked Reserves.

9729 **RESOLVED** to keep the Earmarked Reserves for 2022/2023.

9730 **RESOLVED** to earmark the underspend in Website 4109/305

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

None

The meeting closed at 20:40hrs