

Minutes of a meeting of the **COMMUNICATIONS and EVENTS** Committee held at the Council Offices, Pine Grove, Crowborough on Tuesday 21<sup>st</sup> February 2023 at 7.30pm

Present	Councillors	Alison Arthur Mike Cooke Martyn Garrett Kay Moss David Neeves Gareth Owen-Williams* Alan Penney Ron Reed* Matthew Street Natalie Whittle	Chairperson Vice- Chairperson
Also present		Melanie Street Mia Kelly	Town Clerk Events Coordinator

\*Denotes non attendance

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## **APOLOGIES**

Cllr Gareth Owen-Williams  
Cllr Ron Reed

## **DECLARATIONS OF INTEREST**

None

## **MINUTES**

Minutes of the meeting of 18<sup>th</sup> October 2022

**10035 RESOLVED** that the Minutes of the meetings held on 18<sup>th</sup> October 2023 as confirmed be ratified by the Chairman.

It was noted that the Town Map is still in progress.

## **FINANCIAL MATTERS**

To note the finance report and agree any action

Members noted the current income and expenditure.

Members noted the Earmarked Reserves.

- 10036 RESOLVED** to earmark the underspends from 2022/2023 of £7,000 towards the Website and £2,400 towards Sussex Day providing there is not an overspend on the C & E Budget in total.

## **EVENTS**

### To note the officer's report on events for 2022

Members noted the report.

It was noted that the costs for Father Xmas for the Christmas Grotto amounted to £400. This cost could be saved if a Councillor stepped forward for the 2023 Christmas Cracker event.

It was noted that the reception at the Civic Carol Service was very well received.

### To note the officer's report on events for 2023

Members noted the report.

It was noted that Eridge Field is the designated events field and that permission would be required from the S & R committee to hold the King's Coronation and Summer Fair Events on Goldsmiths Pitch 3. Furthermore it was noted that the pitch is hired out to Football clubs and must be maintained to ensure the pitch is playable. If the weather leading up to the events was wet the pitch would not be fit for purpose.

It was agreed that there are benefits to holding the events on pitch 3 such as being a level surface and close to the kiosk and the children's play area and bike track. It was noted however that the Council should be discouraging visitors from accessing the event via their cars and that Eridge Field was never designated as an overflow car park for Council events.

- 10037 RESOLVED** to recommend to the S & R committee that if the weather leading up to the King's Coronation event and the Summer Fair is sound and safe that both events should be held on the top pitch at Goldsmiths due to the proximity of the Council's existing facilities and the area being deemed safer for children.

Cllr Kay Moss declared a personal interest as a member of the Accord choir.

It was noted that the Accord Choir had made contact with the Council regarding giving a performance at Council events and had not received a response.

The Events Manager to look into this.

It was agreed that the Council should be encouraging residents of Crowborough to hold street parties for the King's coronation. Whilst the Council cannot organise road closures it can provide links on the CTC website and can promote the holding of street parties.

The Council can also ask residents to email photographs of their street celebrations for the Council website.

It was noted that due to the Jubilee celebrations last year and the Kings's Coronation this year, the usual Sussex Day event held on Chapel Green for Sussex Day has been replaced with a 'cry' by the Town Crier. The Council will hold a Sussex Day event on Chapel Green on Sunday 16<sup>th</sup> June in 2024.

It was noted that the Civic Carol Service could be more inclusive in terms of representation from other Churches and Faiths.  
This will be an agenda item for discussion at a future C & E meeting.

To note the Xmas Lights tender pack and agree further action

**10038 RESOLVED** to accept the Xmas Lights tender pack as presented.

It was agreed that the Council should provide lights for the Xmas tree at Jarvis Brook in addition to the tree on the Piazza.

It was noted that the Council could resurrect the children's design a Xmas light competition. The Events Manager to investigate.

To note the Fireworks tender pack and agree further action

It was noted that should the 5<sup>th</sup> November fall on Sunday, the Fireworks display will be held on the 4<sup>th</sup> and this should be reflected throughout the tender pack.

**10039 RESOLVED** to accept the Fireworks tender pack with the amendment as noted.

The Emergency Plan

Members noted the emergency plan.

P7 Pandemic diseases – remove reference to key council staff being inoculated and replace with Follow Government guidelines.

P8 Loss of Water Supply and /or power – add Southern Water

P13 Loss of Council electronic data – remove the reference to the portable disk back up and replace with Data is regularly backed on Cloud.

**10040 RESOLVED** to accept the Emergency plan with amendments.

To note the confidential nomination for a Civic Award and agree any action

**10041 RESOLVED** that in view of the confidential nature of the discussion of some items on this agenda, the press and public may be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960

Members discussed the nomination and unanimously agreed that the group was worthy of a Civic Award.

**10042 RESOLVED** to accept the nomination.

**URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING**

None

The meeting closed at 20: 45hrs