

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 4th April 2023** at **7.30pm** when it is proposed to transact the following business:

Caroline Miles, Town Clerk
29th March 2023

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 21st February 2023

4. FINANCIAL MATTERS

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

5. EVENTS

5.1 To **note** the officer's report on events for 2023 and **agree** any action

6. TOWN MAP

6.1 To **note** the town map report and **agree** any action

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



AGENDA ITEM NUMBER: 4

MEETING DATE: 4th April 2023

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.

4.1. Income and Expenditure

Attached as Appendix A is the Income & Expenditure report for this Committee for the financial year 2022/23. **Significant variances are reported in bold.**

Income

1011/305 Fireworks – Due to the event being cancelled income will not reach budget
1012/305 Summer Fair – Income has exceeded budget due to the larger event this year. This offsets an overspend on the expenses code 4203/305 where costs include last minute expenditure due to the heatwave forecast

1013/305 Sussex Day – Income has exceeded budget due to the larger event held this year to celebrate the Queen's Jubilee.

Expenses

4203/305 – as mentioned above expenses increased due to the unusual weather experienced during the weekend

4217/305 Special Events – expenditure relates to event planned Summer 2023 and this money will be journalled out at the end of the year so that it shows in the figures for 2023/24

4255/305 Equipment – This has exceeded budget due to a telephone contract being taken out part way through the year

4.2.1 Earmarked Reserves

This Committees EMR's are attached as Appendix B.

Committee is asked to consider if Earmarked Reserves are still required and if not, the amount will be transferred back to the General Reserve.

RFO

Detailed Income & Expenditure by Budget Heading 27/03/2023

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Communication & Events								
<u>305 Communication and Events</u>								
1005 Income-Poster Boards	666	702	900	198			78.0%	
1011 Income-Fireworks	385	0	350	350			0.0%	
1012 Income-Summer Fair	0	5,405	400	(5,005)			1351.2%	
1013 Income-Sussex Day	0	1,959	150	(1,809)			1306.1%	
1014 Income-Christmas Fair	468	609	400	(209)			152.1%	
Communication and Events :- Income	1,519	8,674	2,200	(6,474)			394.3%	0
4021 Stationery and Printing	425	369	420	51		51	87.9%	
4101 Newsletter	750	1,600	1,685	85		85	95.0%	
4102 Hospitality/Civic Functions	440	450	650	200		200	69.2%	
4104 Public Entertainment Licences	2,916	321	1,680	1,360		1,360	19.1%	
4106 Fireworks	21,661	21,629	22,500	871		871	96.1%	
4109 Website	750	454	7,500	7,046		7,046	6.1%	
4200 Twinning Reception	0	0	250	250		250	0.0%	
4201 Christmas Lights	10,846	11,011	13,500	2,489		2,489	81.6%	
4203 Summer Fair	0	16,944	15,000	(1,944)		(1,944)	113.0%	
4205 Boundary Walk	334	366	500	134		134	73.2%	
4207 Sussex Day	0	7,568	10,000	2,432		2,432	75.7%	
4208 Carol Service	1,092	1,541	1,800	259		259	85.6%	
4210 Christmas Fair	6,480	7,572	7,500	(72)		(72)	101.0%	
4211 Town Conference	0	154	400	247		247	38.4%	
4217 Special events	0	1,827	0	(1,827)		(1,827)	0.0%	
4255 Equipment	4,950	3,311	3,000	(311)		(311)	110.4%	
4605 Poster/notice boards	1,000	888	1,000	112		112	88.8%	
Communication and Events :- Indirect Expenditure	51,645	76,004	87,385	11,381	0	11,381	87.0%	0
Net Income over Expenditure	(50,126)	(67,330)	(85,185)	(17,855)				
<u>906 Earmarked C and E</u>								
9039 Notice Boards	2,063	0	0	0		0	0.0%	
9044 Festival	0	49,984	0	(49,984)		(49,984)	0.0%	49,984
Earmarked C and E :- Indirect Expenditure	2,063	49,984	0	(49,984)	0	(49,984)		49,984
Net Expenditure	(2,063)	(49,984)	0	49,984				
6001 plus Transfer from EMR	2,063	49,984						
Movement to/(from) Gen Reserve	0	0						
Communication & Events :- Income	1,519	8,674	2,200	(6,474)			394.3%	
Expenditure	53,708	125,988	87,385	(38,603)	0	(38,603)	144.2%	
Net Income over Expenditure	(52,189)	(117,314)	(85,185)	32,129				
plus Transfer from EMR	2,063	49,984						
Movement to/(from) Gen Reserve	(50,126)	(67,330)						

Detailed Income & Expenditure by Budget Heading 27/03/2023

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,519	8,674	2,200	(6,474)			394.3%	
Expenditure	53,708	125,988	87,385	(38,603)	0	(38,603)	144.2%	
Net Income over Expenditure	(52,189)	(117,314)	(85,185)	32,129				
plus Transfer from EMR	2,063	49,984						
Movement to/(from) Gen Reserve	(50,126)	(67,330)						

<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>01/04/2022</u>			<u>27/03/2023</u>		
317		<u>Communications & Events</u>						
9040	906	Website	4,250			4,250		4,250
9043	906	Eco-Exhibition	10,000		3,000	7,000		7,000
9044	906	Festival	45,000	3,000	48,000	0		0
317		C & E Total	59,250	3,000	51,000	11,250	0	11,250

To go towards 23/24 budget under Eco-Hub

AGENDA ITEM NUMBER: 5.1
MEETING DATE: 4th April 2023
COUNCIL/COMMITTEE: Communication and Events
TITLE: Events
PURPOSE OF REPORT: To provide members with an update on planning to date
SUPPORTING DOCUMENTS: N/A
OFFICER CONTACT: Events Manager

OFFICER RECOMMENDATIONS:	
1	
2	

Update on events for 2023

Kings Coronation (6th May 2023)

- The event location has changed to Eridge Field.
- Pyrovision have agreed to give a short free “fireworks” display. This will be a smoke display with a back ground of silver fireworks suitable for the time of the day. This is on the understanding that they can find a safe place to set off the display. Pyrovision is due to make a site visit.
- Marketing for the event has started.
- The Town Council has received a £2000 grant towards decorations for the occasion, which means we can have a decorated high street from April throughout the summer. The Town Council will also encourage the shops on the high street to decorate their windows.
- The display consists of five Union flags in a row, hanging from the current installation that is used for the Christmas lights. The official crown logo will also be displayed on various lamp posts across the town and on Goldsmiths.

Boundary Walk (14th May 2023)

- No further updates

Sussex Day (16th June 2023)

- As per last year, Sussex Day will be marked by having the Sussex flag raised at the Memorial Gardens at All Saints Church, Chapel Green at 9am. At 4pm the Town crier will be ringing his bell and reading out the Sussex Charter.
- The Scouts Trumpeters will attend and play General Fanfare, Sussex by the Sea and the National Anthem.

Summer Fair (15th July 2023)

- The event location has changed to Eridge Field.
- No further updates.

Firework Display (4th November 2023)

- Invitation to tender will be advertised at the end of March.
- No further updates.

Armistice Day (11th November 2023)

- No further updates.

Remembrance (12th November 2023)

- Closing off a larger part of croft road carpark has been permitted which makes the parade gathering safer.
- No further updates.

Christmas Fair (24th November 2023)

- Invitation to tender will be advertised at the end of March.
- Currently in the process of sourcing stall options.

Civic Carol Service (7th December 2023)

- All Saints Church has been contacted with regard to CTC inviting other churches and faiths to the civic carol service. Waiting for response.



AGENDA ITEM NUMBER: 6.1
MEETING DATE: 4th April 2023
COUNCIL/COMMITTEE: Communication and Events
TITLE: Town Map
PURPOSE OF REPORT: To provide members with a draft for review
SUPPORTING DOCUMENTS: Appendix A – Draft Town Map
OFFICER CONTACT: Deputy Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

Background

A member of the committee provided the cartographer with updated information regarding new streets and amendments to the current map.

Current situation

Appendix A is a draft of the new map for members to review.

The cartographer has asked the committee to confirm:

1. Whether or not it wishes the parish boundary to remain marked on the map.
2. Whether it wishes the Council Office to be marked as 'Tourist Information'
3. Whether it wishes the area on The Warren to be identified as a 'Business Area' (as currently marked on the draft)

In addition to the changes already made to the draft, it is proposed that a Tourist Information symbol is added to the Council Offices and the toilet symbol is removed from the legend.

