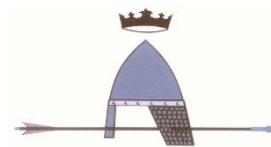




Battle Town Council



MINUTES of the EVENTS SUB COMMITTEE MEETING held on
TUESDAY 23 JANUARY 2019 in Battle Abbey School, Battle, at 6.00pm

PRESENT: Cllrs A Russell (Chairman), G Favell, D Furness and M Howell.
Cllr D Wheeler, Carol Harris (Town Clerk)

1. **Apologies for absence** – Cllr Cook.
2. **Disclosure of interest** – None.
3. **The minutes of the Events Sub Committee meeting held on 4 September 2018** were approved and duly signed by Cllr Russell.

4. “Battles Over” 100 years Remembrance Sunday event

Members agreed that both the morning Parade and the “Battle’s Over” events went well with much positive feedback received. A contact has now been made for a Parade Marshall. The Clerk was asked to again seek a Marching Band or, as a minimum, a drummer to assist with the march. It was proposed that the Clerk contact the Town Band to suggest that other musicians might be able to boost numbers of Battle Band for the Parade.

The Clerk confirmed that a recording of the “Battle’s Over” had been received today and would be put on the website shortly.

A new Union flag would be purchased in the next financial year and the Clerk was asked to confirm that a pole and holding belt was available.

5. Preparations for Parish Assembly

a. Agenda and speakers

- **Almonry Redevelopment**
- **Neighbourhood Plan update** – this was considered unnecessary as an update would be in the newsletter
- **Battle Heritage Charter Official launch**
- **Local groups – displays** – it was agreed that local groups would again be invited to display activities and information – including a display of nominations for the Battle Heritage Charter list and those in receipt of Council grants
- **Speakers** the Clerk was asked to contact: those involved with Project Discovery – awareness of modern day slavery; a presenter on domestic violence; or drug and alcohol recovery.

- b. Format** it was agreed that this would follow the previous year. The Police representative, MP, County, District and Town Councillors would sit facing the audience. Councillors would be asked to attend from 6.30pm to be available for informal discussions.

c. Time line

31 January	Town Clerk to contact WI for catering arrangements
15 February	Newsletter articles received
15 February	Neighbourhood Plan Report received
15 February	Reports received from:



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	Chairmen of Committees District and ESCC Councillors MP
19 February	Publish request for Civic Award nominations
19 February	Invite recipients of BTC grants and voluntary groups to exhibit at Parish Assembly
22 February	Proof of Newsletter completed
29 February	Printed Newsletter completed
4 March	Newsletter to Post Office
14 March	Last day for delivery of Newsletter
19 March	Civic Award recipients agreed at Full Council
28 March	Publish Parish Assembly information and invitation to ask questions
9 April	Banners advertising Parish Assembly erected
11 April	Last date for receipt of questions for Parish Assembly
16 April	Events sub Committee meeting – Chairs of all Committees asked to attend: preparation for Q/A
23 April	Morning - AR to check Sound System (and digital projector, if needed)
23 April	Late afternoon – seating to be set out by Memorial Hall staff 18.00 Local Associations and Battle Heritage Charter Group set up exhibits 18.30 Displays open and refreshments available 19.30 Parish Assembly
25 April	Seating disassembled by Memorial Hall staff

6. BTC Newsletter

All reports to be received in-line with the timescale above. Chairman of Committees to submit a short report on actions undertaken over the last 4 year period. There will be a Battle Neighbourhood Plan update and a full article on the Battle Photographic Society. A promotion for the Battle in Bloom competition will be featured. Groups in receipt of Council grants will be asked to provide a written report on how the fund has been spent. The Clerk reported some interest in delivery of newsletters but this would only cover a small area of the Town Council area. It was agreed that the Post Office delivery service should be used. This will require additional copies of the Newsletter but, as there will be no Council insertions and therefore no envelopes or labour value, the cost will be within budget.

7. Battle in Bloom

The Clerk confirmed that the Chairman of Beautiful Battle was happy to assist with this competition for a further year. It will be promoted within the newsletter, press, website and social media. The banners will also be erected at 2 strategic locations. The Horticultural Society will be asked to publicise the competition. It was agreed to hold the Awards event on Thursday 18 July.

8. Civic Twinning with St Valery sur Somme

Cllr Furness confirmed that he will be attending the Twinning Association AGM on 8 March.

The Clerk was asked to contact the Mayor of St Valery to confirm dates of their visit to Battle; anticipated to be the second week of July. The welcome reception will follow the traditional format.



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9. Other events in 2019

The Clerk confirmed that she is awaiting confirmation of dates for the launch of the Heritage Arts Trail. This will include tea and cakes at the Almonry and a walk of the children's trail, as previously agreed.

10. Matters for information/next agenda

- Heritage Arts Trail
- Civic Twinning with St Valery sur Somme
- Battle in Bloom
- Parish Assembly

11. Date of next meeting – 19 March 2019 at 6.30pm

There being no further business the meeting closed at 6.55pm

DRAFT