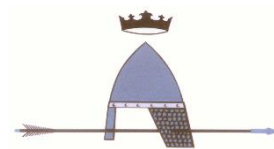




Battle Town Council



**MINUTES of the EVENTS SUB COMMITTEE MEETING held on
TUESDAY 2 OCTOBER 2018 in Battle Abbey School, Battle, at 6.00pm**

PRESENT: Committee Members: Cllrs A Russell (Chairman)(AR), G Favell, V Cook(VC) and M Howell. Uta Acuna (Battle Abbey School)(UA), John Langridge (Director of Music BAS)(JL), Ed Jones (Battle Baptist Church), Carol Harris (Town Clerk)(TC)

The Chairman welcomed invited guests to the meeting.

- 1. Apologies for absence** – Caitlin Mascord (Battel Bonfire Boyes), Natasha Williams (English Heritage)(EH).
- 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.
- 5. “Battle’s Over” Armistice Event:**
A draft document had been circulated for discussion. Some changes were made and **the programme** agreed as attached. TC was asked to thank all those that had expressed a willingness to take part in the event and to ensure that all speakers are aware of the importance of keeping to times and the poems allocated.

JL reported that an organist and bugle player have confirmed attendance.

Those with mobility issues must notify the TC and arrive at Battle Abbey School between 16.30 and 16.45. An assistant will be allocated in case of emergency. TC was asked to ensure all publicity highlights this requirement.

AR will continue to communicate with the ATC to seek marshalls. TC was asked to contact the Muffins to seek adult assistance with this, particularly in relation to ensuring only blue badge holders park within the Abbey grounds and escort those with mobility issues to their seats and exit to Abbey Green.

It was noted that the Town Mayor will welcome the Lord Lieutenant and Mrs Field at 5.25pm as last entrants to the event and enter Abbots Hall at 5.30pm promptly.

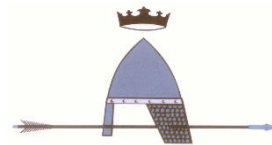
The Clerk was asked to produce an **A5 programme** containing all poems and music with relevant readers/singers. The front should include the publicised image of WW1 soldiers and the reverse to quote the words of We Will Remember together with the thanks. This will be placed on seats.

It was agreed that the Union and Battle Town flags will be flown either side of the Abbey Gatehouse and removed at the end of the event.

The additional memorial board, to be unveiled after the morning service and wreath laying, will be on display in the Abbot’s Hall. **Cllr Furness to organise.**



Battle Town Council



TC was asked to ensure **posters** are produced with the soldier image and to include the request for notification of those with mobility issues by 2 November. This will be displayed on notice boards, on the Council's website, social media, at various locations around the town and passed to the Churches for promotion. Contact will also be made with the local TV and radio stations.

UA is confident that a recording will be made available. TC was asked to invite a member of the Photographic Society to take photographs of the event.

It was emphasised that no formal invitations will be made.

A full rehearsal will be held on 2 November at 3pm.

4. Report from the Clerk

Chris Bexhell had advised that, as he has been invited to the Cenotaph, he is no longer able to assist with the events in Battle on Remembrance Day. It will be necessary for the Air Cadets to take responsibility for marshalling the parade. **AR to contact Kirk Collinson.**

TC was asked to confirm the date for delivery of the beacon. She reported that more generous donations had been received from the Battle Baptist Church, Battle Rotary Club and the Chamber of Commerce.

Subject to confirmation by VC that the Guide badge may be removed and reinstated, the TC was asked to purchase a finial.

6. Matters to note / future agenda items

A calendar of events was requested for information.

7. Date of next meeting: 29 January 2019 at 6pm

Battle Abbey School and Uta Acuna were thanked for their hospitality.

There being no further business the meeting closed at 7.05pm