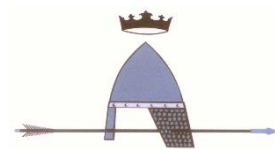




Battle Town Council



**MINUTES of the EVENTS SUB COMMITTEE MEETING held on
TUESDAY 16 JANUARY 2018 in the Almonry, High Street, Battle, at 6.30pm**

PRESENT: Cllrs A Russell (Chairman), G Favell, M Howell and M Kiloh.

In attendance: Carol Harris (Town Clerk)

- 1. Apologies for absence** – None.
- 2. Disclosure of interest** – None.
- 3. Minutes of the Events Sub Committee meeting held on 19 December 2017** were agreed and duly signed by Cllr Russell.
- 4. Mayor's Charity**
There was nothing to report at this time.

5. Civic representation to St Valery sur Somme in 2018

Members emphasised that there was no intention to detract from the Twinning Association events. The Committee agreed that it would be appropriate to arrange an alternative date to create a direct Civic relationship with St Valery sur Somme and to encourage schools and sports clubs to form links with their counterparts in France. It was suggested that the initial visit should involve the Chairman of Council and Town Clerk to discuss how joint projects may be formed. The Clerk was asked to write in French to the Mayor of St Valery in charge of Twinning. The Clerk reported that Council has the Power to set aside a budget for Twinned Town purposes.

6. Arrangements for 100 years Remembrance Sunday

Cllr Russell confirmed that the invitation to other groups had been deferred to enable the Committee an opportunity to draft a proposal for the event to enable discussion at the next meeting. Members agreed that it should be a celebration of peace to remember all that have died and returned from conflicts over the years. The event must be fully inclusive and involve all generations: incorporating poems, songs and fixing of poppies. The Clerk was asked to invite the Dean, Battle Abbey, a British Legion representative and Chris Bexhell to a meeting to discuss the draft proposed format on 20 March. She was also asked to research availability of bands and bugle players. *(Post meeting notes: the date of the meeting has been amended to 6 March; the attached draft proposed format has been slightly amended and will be considered by the Events sub Committee at an additional meeting on 20 February)*

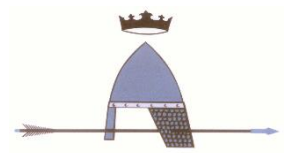
7. Parish Assembly 24 April 2018

The timetable was agreed as:

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| 29 January | Town Clerk to contact WI for catering arrangements |
| 15 February | Newsletter articles received |
| 16 February | Publish request for Civic Award nominations |
| 17 February | Invite recipients of BTC grants and voluntary groups to exhibit at Parish Assembly |
| 1 March | Reports received from: Chairmen of Committees |



Battle Town Council



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| | District and ESCC Councillors MP |
| 15 March | Proof of Newsletter completed |
| 20 March | Civic Award recipients agreed at Full Council |
| 22 March | Printed Newsletter completed |
| 23 March | Neighbourhood Plan Report insert received |
| 29 March | Last day for delivery of Newsletter |
| 2 April | Publish Parish Assembly information and invitation to ask questions |
| 10 April | Last date for receipt of questions for Parish Assembly |
| 11 April | Banners advertising Parish Assembly erected |
| 17 April | Events sub Committee meeting – Chairs of all Committees asked to attend: preparation for Q/A |
| 23 April | AR to check Sound System (and digital projector, if needed) |
| 24 April | Late afternoon – seating to be set out by Memorial Hall staff 18.00 Local Associations and Chestnut Tree House set up exhibits 18.30 Displays open and refreshments available 19.30 Parish Assembly |
| 25 April | Seating disassembled by Memorial Hall staff |

The Clerk was asked to request a contribution towards Newsletter costs from District/County Council and to investigate delivery options. All Councillors have been reminded to keep the date free. The setting out and putting away of chairs must be carried out by Memorial Hall staff. The Clerk was asked to contact the More Radio station for community promotion of the Civic Award.

8. Matters for information / future agenda items

9. Date of next meetings:

Remembrance Day Arrangements – 20 February at 6pm (*additional*)

Remembrance Day Arrangements with outside groups – 6 March at 6pm (*amended date*)

Parish Assembly – Q/A with Chairmen of Committees – 17 April at 6pm

There being no further business the meeting closed at 7.20pm