



Battle Town Council



MINUTES of the EXTERNAL RELATIONS AND TOWN DEVELOPMENT COMMITTEE held on TUESDAY, 1 NOVEMBER 2016 at The Almonry, High Street, Battle at 7.30pm

Present: Cllrs A Ratcliffe (Chairman), G Favell, P Fisher, D Furness and A Russell.

In attendance: Carol Harris (Acting Town Clerk)

1. Apologies for absence – received from Cllr R Jessop.

Cllr M Palmer was absent.

2. Disclosure of interest – None.

3. To approve and sign the minutes of the previous meeting held on 20 September 2016.

These were approved by Members and duly signed by Cllr Ratcliffe.

4. Tourist information

The Chairman highlighted the importance of a tourist information point in the town. Members considered various locations including the library. It was felt that, although it would be good to encourage visitors to that end of town, with the planned reduction in an already restricted opening hours, this would not be practical. **Members agreed to request in the local newspaper expressions of interest to provide a Tourist Information Point from local businesses.**

5. Town magazine

Members acknowledged that there is a commitment to produce the Newsletter on a bimonthly basis. The ATC confirmed that Wealden Press had produced the latest edition which is now being circulated and that, in previous years, they had also assisted with the design. The Committee suggested that the administrative assistant be asked to research appropriate articles for the next issue.

6. Christmas lights

The Committee were reminded that the Chamber of Commerce(CoC) would no longer be installing or maintaining the Christmas lights after this year. The ATC was asked to clarify with the CoC the sources of funding that had previously been available and if the current storage facility would be offered to the Council. **Members agreed that the ATC should obtain 3 quotes for the setting up, taking down and general maintenance of Christmas lights.**

7. Parish Assembly

The ATC reported that the main hall and St Valery Room at the Memorial Hall are not available for 11 April. Members agreed to use the Wynne Room subject to the foyer being available for displays of Community Group information.

The ATC was asked to contact Cllr Field for a suggested speaker on the affects of funding changes, particularly in relation to the elderly.

8. Resilience plan

Members discussed the necessity of a town wide resilience plan. It was generally agreed that this would come under the remit of the emergency services and higher authorities. The Committee requested that the general advice provided by RDC be added to the Council's web-site and that clarification be sought that appropriate computer back-ups are in place. **Members agreed that a resilience plan for the Almonry be compiled.** Cllr Ratcliffe to forward thoughts on appropriate

Battle Town Council

action if a cyber-attack or building fire occurred.

9. Action plan

This was noted as being generally on track. Cllr Ratcliffe agreed to make any amendments for consideration at the next meeting. The ATC was asked to invite the Chamber of Commerce and town retailers to the 31 January 2017 meeting.

10. Events sub-committee

Cllr Russell confirmed that the current members are: Cllrs Howell, Kiloh, Furness and himself. Additional outside members would be invited as required. The date for the inaugural meeting in early December is being arranged. **Members agreed the Terms of Reference as attached.** It was suggested that the Mayor's Charity be supported by this group. Cllr Furness confirmed these as Autism Sussex and Orphans of Ebola in Sierra Leone. The Environment Committee had requested that the sub-committee undertake to arrange the Battle in Bloom awards event. It was agreed that all events are to be displayed on the website.

11. Marketing groups

The Chairman reported that he had attended recent meetings of the 1066 Marketing at which it had been confirmed that funding of £134k had been received and that a strategic review will be undertaken 28 November.

12. Financial matters

- (a) the latest **performance against budget** was noted. The ATC highlighted the reduced cost of the newsletter due to the advertising income. Members agreed that part of the budget from Social Media & Marketing (4460) 2017/18 should be moved to the Newsletter to cover the cost of distributing it, together with the Annual Report, to every household. The ATC was asked to obtain a quote from the Post Office for this. It is hoped that the sale of the Battle Card will generate further income.
- (b) Cllr Furness detailed the arrangements for the official unveiling of the War Memorial statue event. **Members agreed a budget of £200 for this event and Cllr Furness approved any further funds be taken from his Chairman's Allowance.**
- (c) **The Committee agreed to recommend to F&GP for 2017/18 budget:**
 - to assist with the running of a Tourist Information point - £6000;
 - a sum for the setting up and taking down of Christmas lights – to be provided at the next meeting.

13. Matters for information / future agenda items

The writing competition winners' entries had been circulated and are attached to these minutes. Cllr Favell confirmed that awards have been presented to all but the 2 Bexhill Academy winners. These will be presented during their school assemblies. The Writing Competition Working Group will report to the next meeting.

Website – general update.

14. Date of next meeting: Tuesday 13 December 2016

There being no further business, the meeting closed at 9.05pm.

CLLR A RATCLIFFE
Chairman