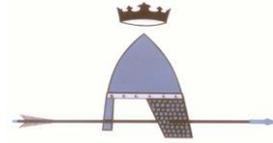




Battle Town Council



MINUTES of the EXTERNAL RELATIONS AND TOWN DEVELOPMENT COMMITTEE held on TUESDAY, 11 AUGUST 2015 at The Almonry, High Street, Battle at 7.30pm

Present: Cllrs A Ratcliffe (Vice -Chairman), G Favell, D Furness, M Kiloh and J Lay

In attendance: Andy Beams (Town Clerk), Cllr R Jessop, Cllr A Russell

1. Apologies for absence – None. Cllr M Palmer was not present.

2. Disclosure of interest – None.

3. To approve and sign the minutes of the previous meeting held on 2 June 2015.

These were proposed by Cllr Kiloh, seconded by Cllr Favell and duly signed by Cllr Ratcliffe.

4. Matters arising from the previous meetings

None

5. Marketing

The Town Clerk reported that he had been contacted by the Chamber of Commerce, with thanks for the grant agreed for the Christmas Committee and an offer of advertising space in their literature.

RESOLVED: Members agreed for the Town Clerk to respond to the Chamber and accept the advertising space, subject to finalising the actual content at a future date.

6. Website working group

Cllr Favell confirmed that the working group had not met, and that there was a need to re-establish the membership and arrange a meeting. Members discussed the problems with locating the new website at present, and suggested the URL was incorrectly set.

RESOLVED: Membership of the working group was confirmed as Cllrs Favell, Furness (Convener) and Ratcliffe, with a meeting to be arranged as soon as possible. The Town Clerk was asked to check the website address was correctly set up to ensure easy access for all to the site.

7. Strategic plan

Cllr Ratcliffe reminded Members of the plan objectives, and that the short term plans were all progressing. The longer term aims need to be addressed by the new committee Chairman once appointed by Full Council.

Members discussed the Civic Service, and the Town Clerk confirmed that the last one was held in 2011. Cllr Kiloh suggested combining the upcoming 900th anniversary of the church with a potential civic service, and agreed to approach Tracy Dixon to discuss.

8. Tourist Information point

Cllr Kiloh explained the idea raised of a 'pop-up' tourist information point, particularly in view of the importance of the 950th events during 2016. A meeting had been held looking at the possibility of hiring tour guides. There were substantial costs involved in training individuals to deliver a high standard of guide, and questions had been raised as to whether Battle offered enough to make these tours worthwhile. The Clerk was asked to investigate the cost of repainting the entrance porch to The Almonry and providing brochure racks to support the idea of the 'pop-up' tourist information point. There would also be a need to consider appropriate signage in the Town directing people to the information point.

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9. Newsletter

Members discussed the frequency and delivery method for future newsletters. The Town Clerk informed Members that at his previous Council, they had employed a couple of youths to deliver the newsletters by hand, and this had been more efficient and cheaper than employing a delivery company.

RESOLVED: Members agreed another edition to be published at the end of September. Cllr Favell agreed to co-ordinate and edit the newsletter again. The Town Clerk to investigate employing youths to deliver the newsletters, possibly through existing newspaper delivery outlets.

10. Resilience Plan

Cllr Favell had prepared and circulated a draft plan in advance of the meeting, based on a template provided by central government and incorporating parts of the District Council's emergency plan. Cllr Furness questioned the need for the plan, as the emergency services would likely discount it and use their own procedures instead. It was suggested that closer inspection of Rother's emergency plan was needed, highlighting any deficiencies there may be in relation to the Battle Town Council area. Cllr Favell agreed to investigate this.

11. Budget Report

Members noted the report from the Town Clerk. Members discussed the unused budget for the Annual Report. This had been allocated to cover the cost of printing and posting the report to every household. The decision had been made not to print and post to every household this year, and to make available at the Annual Parish meeting and subsequently via the Council office if required. No requests had been made to the office at this time. Members discussed the future plans for the Annual Report and re-allocation of the unspent budget.

RESOLVED: Members agreed to produce enough copies of the Annual Report to distribute at the Annual Parish meeting in future years, with copies available on the website and via the Council office if requested. Members agreed to move the unspent budget into the 'Miscellaneous' budget heading for the committee to use for other projects which had been identified since the original budget had been set.

12. Matters for information and future agenda items

Arts Trail – Cllr Kiloh reported that another meeting with the appointed fundraisers was arranged for 17th August to discuss specific projects, including the Arts Trail. An update would be provided after this meeting.

Occupancy Letter – The previous committee chairman had agreed to review and re-draft the letter, but following her resignation this had not happened. The Town Clerk was asked to present an updated version to the next committee meeting.

Logo – Members confirmed that the logo used by the Town Council would remain in place. The alternate logo being promoted by one business owner in the town had not been widely agreed by other business, and was not supported by the Chamber of Commerce. The Town Clerk was asked to investigate the cost of adding a strapline to the Battle welcome sign on the gates at the entrances to the town.

950 Working Group – The Town Clerk confirmed he was following up with various parties to confirm the planned events and begin arranging advertising having taken over this responsibility from the previous project manager.

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13. Date of next meeting: 6 October 2015

There being no further business, the meeting closed at 9.15pm

CLLR A RATCLIFFE
Vice-Chairman

