



Battle Town Council



A meeting of the EVENTS SUB-COMMITTEE will be held on
TUESDAY, 22 JANUARY 2019 at The Almonry, High Street, Battle at 6.00pm

To Cllrs: A Russell (Chairman), G Favell, M Howell and M Kiloh
(with copies to other Members for information)

Committee members are hereby summoned to attend the meeting in order to transact
the following business.

A G E N D A

Carol Harris
Town Clerk
16 January 2019

1. To receive and record apologies for absence
2. Disclosure of Interest To receive any disclosure by Members of personal and disclosable pecuniary interests in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct
3. To approve and sign the minutes of the Events Sub Committee meeting held on 02 October 2018
4. To review "Battles Over" 100 years Remembrance Sunday event
5. Preparations for Parish Assembly
 - a. Agenda and speakers
 - Almonry Redevelopment?
 - Neighbourhood Plan update?
 - Local groups – displays?
 - Others?
 - b. Format
 - 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: 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
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
29 March	Printed Newsletter completed
9 April	Banners advertising Parish Assembly erected
11 April	Last date for receipt of questions for Parish Assembly

Battle Town Council

16 April	Events sub Committee meeting – Chairs of all Committees asked to attend: preparation for Q/A
22 April	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 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

6. BTC Newsletter

7. Battle in bloom

8. Civic Twinning with St Valery sur Somme

9. Any other events in 2019

10. Matters for information/next agenda

11. Date of next meeting

ALL MEETINGS OF BATTLE TOWN COUNCIL AND ITS COMMITTEES ARE OPEN TO THE PUBLIC