



Battle Town Council



MINUTES of a COMMUNICATIONS COMMITTEE MEETING held on TUESDAY, 7 MAY 2013 at The Almonry, High Street, Battle at 7.30pm

Present: Cllr C Bishop – Chairman
Cllrs J Boryer, R Bye, R Harris and Ms J Ormonde-Butler.

- 1. Apologies for Absence** – Cllrs J Eldridge, Ms M-L Neill and Mrs S Pry. Cllr M Palmer was absent.
- 2. Disclosure of Interest** – Cllr Bishop disclosed a personal interest in item 4 – the Greenway project.
- 3. To Sign the Minutes of the Previous Meeting held on 29 January 2013.** Subject to an addition in item 8 to specifically refer to 3 iTunes vouchers as the potential prizes, Cllr Harris proposed approval of the minutes, seconded by Cllr Ms Ormonde-Butler. This was agreed and they were duly signed.

4. Matters Arising from the Previous Meetings

The **consultation on proposed changes to street lighting regime** had been completed and the results reported to Council. Subject to minor changes reported to the Services Committee on 30 April the proposals will now be implemented. The Clerk was asked to update the website accordingly and, if possible, provide information in map form.

In the absence of a 'champion' to take matters forward there had been no progress regarding the **engagement with young people**.

*As a resident of Asten Fields, Cllr Bishop repeated his personal interest in the **Battle Schools Greenway project**. This had been raised in Public Question Time at the Council meeting on 19 March and the Committee underlined the importance of ensuring that future communications about the project avoid any impression that the Council is leading on the details.*

5. Website

Investigation of other Town and Parish Council websites had suggested that the Polegate model would be one to follow, perhaps incorporating some of the more sophisticated elements from Burgess Hill. The Clerk had established that, whilst some sections of the Town Council's current website could be used, a new website would need to be created, requiring external help. It was agreed that this should be pursued further in the light of the skills of the new Clerk. In the meantime the Clerk was asked to ensure that the current website is kept updated.

6. Parish Assembly

The Clerk confirmed that all the usual arrangements for the Assembly had been made. As yet, no matters had been submitted for discussion during the Question Time session. Cllr Wilson to be asked to make a photographic record of the event.

7. Annual Report

In view of the postponement of the meeting planned for 12 March it had not been possible to discuss final design and content with the Committee. It was agreed,

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however, that the objectives set by the Committee in terms of the number of pages, the font size and the greater use of colour had resulted in a much improved document. The main query concerned the value of such an extensive report of the previous Parish Assembly.

It was agreed that those attending the Parish Assembly be invited to comment on the design and format of the report.

8. Newsletter

As agreed the next newsletter will issue late May/early June in order to cover the Parish Assembly and the Council's AGM. Cllr Harris asked that the bulk of the content in each newsletter should relate to Town Council business. The programme for the changes in the street lighting regime; availability of allotments; progress with the town Gateways and the In Bloom season should all feature in the next edition with other matters being covered 'in brief'.

9. Budget Report 2012-13

The Committee noted the attached end year figures the main variation from the previous report being a saving on Annual Report costs. This arose because items purchased for the 2012-13 Report (mainly stamps) will now all fall in the current year.

10. 3 Year Plan

In view of the uncertainty over Rother's future funding of the Battle Marketing Group it was agreed that a provisional sum of £5k should be earmarked in each year. £2k for web-site development in 2014-15 was also agreed.

11. Marketing Issues

Since the previous meeting the main action had been the completion of the Keane trail and the Visit Battle promotional film to be launched on 22 May.

12. Matters for Information and Future Agenda Items

The Clerk was asked to produce an indicative timetable for the work in producing newsletters and the Annual Report.

13. Date of Next Meeting: Tuesday, 11 June 2013

The meeting closed at 8.40pm.

CLLR C BISHOP
Chairman

