

## RYE TOWN COUNCIL

### ANNUAL TOWN MEETING WORKING GROUP PROGRESS REPORT

<i>Generally</i>	<p>Try to keep as informal as possible and encourage 'mingling'. Registration (as usual) in foyer – Judy and David Pawsey.</p> <p>Identify a few Councillors to act as 'greeters'.</p>
<i>Layout</i>	<p>Some theatre-style seating. Round tables for 'Councillor-constituent chats'. Places will need to be reserved for Councillors.</p> <p>? Reserve a table at back for 'private' chats. Need to borrow table cloths – WRVS?</p> <p>Find sponsor/supplier for floral displays in lobby and on tables.</p> <p>Find wall hangings/similar to 'brighten up' venue.</p> <p>Councillors will need ID badges</p>
<i>'Surgeries'</i>	<p>All Councillors involved. In case Councillors unable to provide answers during evening, have forms on each table (for enquiry/problem, contact details etc). Ask Judy to design.</p>
<i>Stands</i>	<p>Confirmed: Police, Rye CHP and the Partnership (probable).</p>
<i>Key Speaker</i>	<p>Paul Riley, Rye Primary School Head (10 mins)</p>
<i>Reports</i>	<p>Mayor * (max 15 mins) District and County Cllrs (5 mins each) * Committee Chairmen should suggest 'highlights'</p>
<i>Questions</i>	<p>Encourage attendees to ask them informally after reports concluded.</p>
<i>Refreshments</i>	<p>Provide FOC. Landgate WI (probable) to provide tea, coffee and cakes/biscuits from Kitchen</p>
<i>Publicity</i>	<p>DW has drafted mini poster/flyer. BF's still to be considered.</p> <p>Flyer A4, black on tinted paper, 100gsm, quant. 3,000 – get quote from Adams – offer it advertising space to reduce cost.</p> <p>Flyer distribution: ask Councillors to take approx 150 each to distribute to households in streets provided between 17-26 March (7 days Notice has to be given of meeting). Flyers can be collected at Council meeting on 17 March.</p> <p>Ask Andy to publicise in <i>Observer</i> and ensure there will be a <i>Fixtures</i> diary entry.</p>
<i>Funding</i>	<p>No specific budget – possible sources (until Council has had an opportunity to consider): Civic Fund, Advertising, Contingency.</p>