

## **Battle Town Council - TIP Working Group**

Notes from Cllrs Kiloh (Convenor), Sharman and Favell following a meeting held on 15<sup>th</sup> November 2021

### **Recommendations/suggestions to ER&TD/F&GP:**

Purchase an eye-catching board to entice people into the building (similar to Rye Town Hall).

Install a signpost to Battle Museum of Local History.

Commission two pictorial information boards about the development of The Almonry for Reception.

Design a leaflet about interesting local people, including those who lived at The Almonry (early inhabitants would only have generic information e.g. when it was a farm, something about farming at that time).

Information paddles or similar should be prepared for each room that the public can view.

Develop a 15-minute film. (Perhaps Matt Southam may be able to offer advice.)

Prepare a photo gallery of Battle - places, events etc to be shown on a loop when film is not being viewed.

Have leaflet holders with different categories: where to stay; where to eat; gift shops; architecture; walks; day trips from Battle (liaise with Rye & Bexhill) etc. Keep a watching brief on the leaflets.

Have copies of a town map available for when visitors ask for directions.

Sell copies of maps and the activity book, but not anything that would be in competition with the museum.

Provide a small desk for use by community groups to advertise upcoming events and sell tickets. For example, Battle Festival events, Photographic Society exhibitions, BatTs productions.

Consider providing desks for all three members of staff in the upstairs BTC office, with member of staff in Reception changing as required throughout office opening hours. This would enable all members of staff to work upstairs on confidential matters, matters that require focussed concentration and matters that require a large amount of paperwork etc as needed. It would also aid the clear desk policy that will be required within Reception when the building is open to the public/hired.

Consider disposing of the red chairs from the old Chamber on Freecycle.

### **Actions:**

Write a letter of thanks to the company that supplied and delivered the tables and chairs free of charge.

Arrange a meeting with Malcolm Johnston and Doug Oliver to discuss financial contributions from RDC and whether BTC can take on the RDC Help Desk role in future.