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TOWN COUNCIL OFFICE
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PEACEHAVEN TOWN COUNCIL

PEACEHAVEN TOWN COUNCIL CIVIC AND EVENTS COMMITTEE

Members on this Committee:

Cllr. Claude Cheta (Chair of Council) Cllr. Job Harris (Deputy Chair of Council)
Cllr. Lynda Duhigg (Chair of Committee) Cllr. Dawn Paul, Cllr. Alan Goble, Cllr. Gloria Hill
Cllr. Lyn Mills, Cllr. Emilia Simmons

4th June 2019

Dear Committee Member,

YOU ARE HEREBY SUMMONSED to attend the meeting of **Peacehaven Town Council's Civic and Event Committee** on **Tuesday 11th June 2019, Anzac Room** commencing at **7.30pm** for the purpose of transacting the following business.

Members of the Press and Public are invited to attend and may address the Council when tabled at the invitation of the Chairman.

Tony Allen
Acting Town Clerk

AGENDA

1. CE1 CHAIRS ANNOUNCEMENTS
2. CE2 PUBLIC QUESTIONS
3. CE3 APOLOGIES FOR ABSENCE
4. CE4 DECLARATIONS OF INTERESTS
5. CE5 ADMISSION OF THE PUBLIC - To determine if any of the tabled items to be discussed require to be held in closed session.
6. CE6 TO ELECT A VICE CHAIR
7. CE7 CIVIC EVENTS
8. CE8 ADDITIONAL MAYORAL FUNDRAISING EVENTS
9. CE9 A REQUEST FOR VOLUNTEERS FOR THE SUMMER FAIR (JULY13th)
10. C10 TO ADVISE MEMBERS OF AN ORGANISED BOWLS MATCH WITH TELSCOMBE TOWN COUNCIL
11. CE11 DATE OF NEXT MEETING: 8th OCTOBER 2019

AGENDA ITEM: CE1

COMMITTEE: CIVIC AND EVENTS

REPORT OF: CIVIC AND MARKETING OFFICER

SUBJECT: CIVIC EVENTS

1. INTRODUCTION

Reference the Mayor's handbook: There are 5 fixed Mayoral events during each year, as follows:-

- Mayoral Reception (April 18 2020)
- Civic Service (June 20 or 21 2020)
- Remembrance Service (Sunday 10 November 2019)
- Carol Concert (December 13 2019)
- Christmas Market (December 14 2019)

The Annual Summer Fair is usually included too (July 13 2019)

These events are organised by the officers of the council.

At the beginning of the Mayor's term of office, the Mayor MUST nominate a team of 10 volunteers to help support the Town Council Staff with the preparation, running and clearing up at the Mayor's events. This support will be co-ordinated with the Civic and Marketing Officer with 5 volunteers to attend each event.

In addition to the fixed events detailed above the office will be able to support a maximum of three 'bigger' events during the year. These events will be decided by the Mayor in discussion with the Civic and Marketing Officer and Town Manager at a meeting each year before the end of June.

Any other ideas for events can be put forward and perhaps part organised by the Mayor's Event Committee Volunteers.

2. RECOMMENDATION

2a. To **AGREE/DISAGREE** the date of the Mayor Reception (2020)

2b. To **AGREE/DISAGREE** the date of the Civic Service (2020)

2c. To **AGREE/DISAGREE** to arrange refreshments after the Remembrance parade & Service at Community House

2d. To **AGREE/DISAGREE** the date of the Carol Concert

2e. To **AGREE/DISAGREE** the date of the Christmas Market

AGENDA ITEM: CE2

COMMITTEE: CIVIC AND EVENTS

REPORT OF: CIVIC AND MARKETING OFFICER

SUBJECT: ADDITIONAL MAYORAL FUNDRAISING EVENTS

1. INTRODUCTION:

In addition to the fixed Mayoral events the office will be able to support a maximum of three 'bigger' events during the year. These events will be decided by the Mayor in discussion with the Civic and Marketing Officer and Town Manager at a meeting each year before the end of June.

2. ADDITIONAL MAYORAL FUNDRAISING EVENTS

Each Mayor over the years has requested different types of fundraising events. For the past five years each Mayor has welcomed a Wrestling Show to raise funds for their charities. Due to the continuous success of each event a show has been pre-booked for 26th October 2019.

3. RECOMMENDATION

3a. To AGREE/DISAGREE to hold the pre-booked wrestling event as a Mayoral fundraising event

4. TO DISCUSS FURTHER POSSIBLE EVENTS

To ensure officer time is available to organise suggested events within the Mayoral calendar and to bear in mind the length of time spent organising any larger event i.e. golf day, murder mystery! The Mayor's group of volunteers could run the smaller events but overseen by the Civic Officer, some suggestions could be; quarterly quizzes (very popular in the past), book sales, beetle drive, Mayor's afternoon tea party for a local organisations.

5. RECOMMENDATION

5a To AGREE/DISAGREE for the Mayor's group of volunteers to organise the smaller events but to be overseen by the Civic Officer.

AGENDA ITEM: CE3

COMMITTEE: CIVIC AND EVENTS

REPORT OF: CIVIC AND MARKETING OFFICER

SUBJECT: REQUEST FOR VOLUNTEERS FOR THE SUMMER FAIR

1. INTRODUCTION

This year's Community Summer Fair falls on Saturday 13th July and will be open to the public from 11.00am to 4.00pm.

Officers will be on site from 8.00am to organise signs, stall holders, car parking etc.

It is a necessity to involve as many volunteers as possible to relieve staff from their assigned posts for regular breaks and to also help with clearing the site at 4.00pm

2. RECOMMENDTION & COST IMPLICATION

To advertise for local volunteers to help at the summer fair AND to encourage Council Members involvement. There would be no cost implication

2a **To AGREE/DISAGREE** to advertise for local volunteers to help cover officer stations

AGENDA ITEM: CE4

COMMITTEE: CIVIC AND EVENTS

REPORT OF: CIVIC AND MARKETING OFFICER

SUBJECT: INVITATION FROM THE PEACEHAVEN & TELSCOMBE BOWLS CLUB

1. INTRODUCTION

Both Peacehaven and Telscombe Town Councils have been invited by the Bowls Club for an inter-council bowls competition. This will take place on Friday 2nd August from 6.00pm. Members of the Bowls Club provide a light buffet for members and officers during the evening and a cup will be awarded to the winning council.

2. RECOMMENDTION & COST IMPLICATION

To accept the invitation on behalf of the council and to arrange for members and officers to attend.

There will be no cost implication other than to buy a drink!

2a To AGREE/DISAGREE

