



# **PEACEHAVEN TOWN COUNCIL**

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TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN

**Minutes of the Civic & Events Committee meeting held in the Anzac Room, Community House, Meridian Centre at 7.30pm on Tuesday 11<sup>th</sup> June 2019.**

## **Present-**

Cllr Lynda Duhigg	Cllr Claude Cheta	Cllr Dawn Paul	Cllr Emilia Simmons
Cllr Job Harris	Cllr Gloria Hill	Cllr Alan Goble	Cllr Lyn Mills

Civic and Marketing officer- Deborah Donovan  
Marketing Assistant- Matt Gunn

### **1. CE1- Chairs Announcements-**

The Chair Cllr Duhigg welcomed everyone to the first Civic & Events committee meeting and also thanked newly co-opted councilors Cllr Milliner and Cllr Symonds for expressing their interest to join the committee.

### **2. CE2- Public Questions-**

There were no questions from the public.

### **3. CE3- Apologies for absence**

There were no apologies

### **4. CE4- Declarations of interests**

Cllr Cheta declared an interest in all Mayoral events

### **5. CE5- ADMISSION OF THE PUBLIC**

Due to the nature of the items to be discussed it was decided that a closed session would not be necessary as no confidential matters were on the agenda.

### **6. CE6- To Elect a vice Chair of the committee**

Cllr Emilia Simmons Proposed that Cllr Hill should be the Vice Chair of the Committee  
Cllr Harris Seconded  
All Agreed

### **7. CE7- Civic Events**

#### **Discussion-**

Cllr Cheta stated that he felt it was very important that we work closely with Telscombe Town Council to make sure that our events do not clash.



Cllr Mills confirmed that she is the chair of the events committee at Telscombe Town Council so she could report back any dates that may clash to committee should a problem arise.

7a. The Committee **agreed** the date of the Mayor's Reception (April 18<sup>th</sup> 2020)

7b. The Committee **agreed** the date of the Civic Service (June 20<sup>th</sup> or 21<sup>st</sup> 2020)

7c. The Committee **agreed** to arrange refreshments after the Remembrance Parade & Service at Community House

7d. The Committee **agreed** the date of the Carol Concert (December 13<sup>th</sup> 2019)

7e. The Committee **agreed** the date of the Christmas Market (December 14<sup>th</sup> 2019)

## **8. Additional Mayoral Fundraising Events**

### **Discussion-**

Cllr Cheta stated that he would like to organise a charity football match or tournament for the community and would like to have the support of Cllr Symonds as she works for Albion in the community and has a lot of experience in these types of events.  
Cllr Symonds confirmed she will be able to help with this.

Cllr Cheta also confirmed that he would like to host a Mayor's mini marathon for the local community including young people. He would like to have the support of Cllr Paul as she has a vast knowledge organising walking/running events over a number of years including the Peacehaven Park Run.

Cllr Paul Confirmed she will be able to help with this.

Cllr Cheta also mentioned that we would like to organise 'food from around the world' events across his Mayoral year starting with an African Themed night, later on this year.

The committee agreed that all the suggested events were a excellent idea.

Cllr Duhigg asked for the office staff to look into dates for these events.

Cllr Cheta mentioned how he had attended a meeting with the Lord Lieutenant of East Sussex and stated how we should look to use the help of the Lieutenant more often and invite him to more events.

Cllr Simmons suggested a games Café would be a useful thing to reduce isolation in the community and could easily be introduced during coffee mornings at community house.

Cllr Paul suggested possibly board games could be available in the foyer for residents to use when they wish to.



Cllr Hill agreed this was a great idea but mentioned that it is a challenge for the elderly to get to these events due to limited community transport being available.

Cllr Paul confirmed she will contact CTLA to see if they can support us by picking up residents to bring to some of our events.

8a. The Committee **agreed** to hold the pre-booked wrestling event as a Mayoral fundraising event on the 26<sup>th</sup> of October 2019.

8b. The Committee **agreed** for the Mayor's group of volunteers to organise the smaller events but to be overseen by the Civic Officer.

Cllr Cheta also confirmed that he currently has five volunteers confirmed.

**9. CE9- A request for volunteers for the summer Fair on July 13<sup>th</sup> 2019**

It was seen as essential by all members that volunteers are looked after well and provided with lots of refreshments and to be respected.

Cllr Paul Would like to donate £50 for the volunteers to make sure they have refreshments on the day as she unfortunately has a prior commitment which means she can't help out.

9a. The Committee agreed for officers to advertise for local volunteers to help cover officer stations

**10. To advise members of an organised bowls match against Telscombe Town Council**

10a The Committee **agreed** to take part to in the competition

**11. CE11 To Confirm the date of the next meeting 8<sup>th</sup> October 2019**

**All Agreed**

***With there being no further business the Meeting Ended at 21:05***



AGENDA ITEM: CE17

COMMITTEE: CIVIC AND EVENTS

REPORT OF: CIVIC AND MARKETING OFFICER

SUBJECT: INCOME & EXPENDITURE FOR THE 2019 SUMMER FAIR

INCOME & EXPENDITURE FOR THE 2019 SUMMER FAIR

As per the attached, produced by the Finance Officer





21/08/2019

## Peacehaven Town Council 2019/20

15:06

Detailed Income &amp; Expenditure by Budget Heading 21/08/2019

Page No 1

Month No : 5

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>430</b>	<b>Summer Fair</b>						
4329	Advertising	248	0	-248		-248	0.0 %
4500	Event Staff Overtime	1,086	0	-1,086		-1,086	0.0 %
4900	Miscellaneous Expenses	1,006	0	-1,006		-1,006	0.0 %
	Summer Fair :- Expenditure	<u>2,340</u>	<u>0</u>	<u>-2,340</u>	<u>0</u>	<u>-2,340</u>	
1045	Event Sponsorship	3,150	0	3,150			0.0 %
1046	Stall Income (Events)	1,370	0	1,370			0.0 %
1094	Other Customer & Client Receipt	815	0	815			0.0 %
	Summer Fair :- Income	<u>5,335</u>	<u>0</u>	<u>5,335</u>			
	Net Expenditure over Income	<u>-2,995</u>	<u>0</u>	<u>2,995</u>			



**AGENDA ITEM: CE18**

**COMMITTEE: CIVIC AND EVENTS**

**REPORT OF: CIVIC AND MARKETING OFFICER**

**SUBJECT: FORTHCOMING MAYOR'S FUNDRAISING EVENTS**

**1. FORTHCOMING MAYOR'S FUNDRAISING EVENTS**

- a) A 'Foods from around the World' event has been organised for Saturday 12<sup>th</sup> October, the theme is 'Curry Night' (with the option of Shepherd's Pie).

Tickets are £8 which includes the meal and full entertainment provided by 'The Pop-Ups' ( a local volunteer group)

- b) Wrestling Spectacular – Saturday 26<sup>th</sup> October, 7.30pm Main Hall Community House, tickets £10 & £9
- c) Bingo sessions; 18<sup>th</sup> October and 8<sup>th</sup> November – Volunteers are still needed for these sessions, from 6.30pm – 9.00pm
- d) Christmas Market – Saturday 14<sup>th</sup> December , from 9.00am – 3.00pm – volunteers are needed to cover staff breaks

**2. FULL CALENDAR OF EVENTS**

See attached



# CIVIC & FUNDRAISING EVENTS 2019/20

	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JULY 2020	AUG 2020	SEPT 2020	OCT 2019	NOV 2019	DEC 2019
Date/ event	13 <sup>TH</sup> OPEN TO THE PUBLIC	7 QUIZ  21 BINGO  22 (foods from around the world) AFRICAN NIGHT	6 BINGO  14 WRESTLING	3 QUIZ  Easter 10 <sup>th</sup> - 14 <sup>th</sup>  17 BINGO  25 Mayor's reception	15 BINGO  19 MAYOR MAKING  New Mayor	5 QUIZ  19 BINGO  27 - 28 CIVIC SERVICE	3 BINGO  11 Summer fair  17 QUIZ	14 BINGO	4 QUIZ  18 BINGO	4 QUIZ  12 CURRY NIGHT  18 BINGO  26 WRESTLING	8 BINGO  10 RBL & PTC War memorial & parade + TEA & BISCUITS At 12.00 Community House  2020 8 REMEMBRANCE PARADE & SERVICE  20 BINGO	13 CAROL CONCERT  14 XMAS MARKET          2020 11 CAROL CONCERT  12 XMAS MARKET



AGENDA ITEM: CE19

COMMITTEE: CIVIC AND EVENTS

REPORT OF: CIVIC AND MARKETING OFFICER

SUBJECT: FORTHCOMING CIVIC EVENTS

## **1. FORTHCOMING CIVIC EVENTS**

### **a) REMEMBRANCE PARADE AND SERVICE**

This event will take place on Sunday 10<sup>th</sup> November 2019. Those in the parade will muster at the Joff Car Park at 10.30am.

The Parade will be organised by the Royal British Legion and the service and wreath laying by the Civic and Marketing Officer (C&MO); those laying poppy wreaths will form part of the parade along with our local Scouts, Guides, RBL and dignitaries.

### **b) CAROL CONCERT**

All churches come together for a community carol concert, to involve our local schools and singers.

Local supermarkets will be contacted to sponsor the refreshments

C&MO organise the event

Jon Borthwick will be the Master of Ceremonies

### **c) VE DAY 75<sup>th</sup> ANNIVERSARY**

The Civic & Marketing Officer (C&MO) has registered the council's interest with The Pageant Master, to commemorate this event. It's important that we recognise the anniversary and to take part in the celebrations

The first of two commemorative events will take place on BANK HOLIDAY FRIDAY 8<sup>th</sup> May 2020.

The C&MO plans to organise 'The Cry for Peace Around the World' and Ringing out for Peace, with our Town Crier, Jon Borthwick at 7.00pm followed by an evening street party to celebrate with a jazz band (£300), open to residents, to bring their own blankets and picnics; event free of charge. If at the Big Park the Gateway café could be open to serve food & drinks.

Sunday 10<sup>th</sup> May, AT 10.30am – the C&MO will organise a service of celebration and commemoration; A tribute to the Millions & the Last Post, to be held at the War Memorial

Refreshments will be available at Community House after the service.

## **BUDGET TO BE AGREED FOR THE VE DAY EVENTS**





AGENDA ITEM: CE22

COMMITTEE: CIVIC AND EVENTS

REPORT OF: CIVIC AND MARKETING OFFICER

SUBJECT: FOODS FROM AROUND THE WORLD

## **1. FOODS FROM AROUND THE WORLD**

Curry Night organised for Saturday 12<sup>th</sup> October forms the first themed event of 'Foods from around the World'. Tickets are available from the Information Office at £8, to include full entertainment by the volunteer group The Pop Up's.

An alternative meal of Shepherds Pie will be available on request when purchasing a ticket.

A small budget is required to decorate the hall

Volunteers will be needed to help clear up at the end of the evening



**AGENDA ITEM: CE23**

**COMMITTEE: CIVIC AND EVENTS**

**REPORT OF: CIVIC AND MARKETING**

**SUBJECT: ROAD CLOSURES FOR REMEMBRANCE PARADE – 10<sup>th</sup> NOVEMBER 2019**

### **Information**

Peacehaven Town Council is managing a remembrance service at 1100hrs on Sunday 10<sup>th</sup> November 2019.

This service will be held at Meridian Park, Peacehaven.

It is estimated that 200 people will be attending this event.

It is planned to have a Parade / March from the junction of Roderick Avenue / Sutton Avenue to Greenwich Way and into Meridian Way and Memorial Park.

### **Intention**

To close the route of the march to all traffic from 1030hrs for the duration of the Parade. This is anticipated to be a time of 10-15 minutes but is dependent upon the speed of a number of frail and elderly residents who will be marching.

It is necessary to have three road closures. The first will be at the junction of Roderick Avenue and Sutton Avenue, by the car park entrance to the North of the Anchor Surgery. The second will be at the automated traffic signals at the junction of Arundel Road West and Sutton Avenue. The third will be at the staggered junction of Greenwich Way / Meridian Way and Roderick Avenue.

### **Method**

The Road Closures are to be put in place at 1030hrs on Sunday 10<sup>th</sup> November.

The Road Closures will be put in place simultaneously at 1030hrs.

The first road closure will be controlled by Matt Gunn at the front of the Parade with assistance from his Ground staff.

The second road closure will be controlled by Andy Picton who will enforce the closure using the Peugeot Van, signs and cones.

The third road closure will be controlled by Kevin Bray who will enforce the closure using the Ford Truck, signs and cones.

The roads will be re-opened once the Parade has passed and with direction from Kevin Bray.

Once the Parade has mustered at Meridian Park access to the Park from the west will be restricted by Kevin Bray and Andy Picton. This is to ensure the safety of those attending the service with particular regard to the deployment of a maroon at 1100hrs.

Delivery of signs and cones to each location is to be managed by Kevin Bray.

### **Administration**

Administration for this event is being completed by Deborah Donovan.

A copy of the road closure notice has been posted on the Peacehaven Town Council website and copies attached to points along the route.

Overtime submission is to be passed to the finance Officer for processing.

Complaints or concerns from the public in relation to this event are to be referred to Deborah Donovan on 01273 585493 or by email at [civicanmarketing@peacehaventowncouncil.gov.uk](mailto:civicanmarketing@peacehaventowncouncil.gov.uk)

### **Legal**

The Road Closure Order has been passed under the Town Police Clauses Act 1847 and is enforceable by way of prosecution and fine.

There has been no alternate / diversion route prescribed by the notice or highways authority.

## Civic and Marketing

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**From:** civicandmarketing@peacehaventowncouncil.gov.uk  
**Sent:** 29 August 2019 11:17  
**To:** customerfirst@lewes-eastbourne.gov.uk  
**Cc:** Civic and Marketing  
**Subject:** [PUBLIC] Temp road closure for remembrance parade

This email has been sent to you via the website by a member of the public. You are the first person to read it. Please process and respond accordingly.

If you are not the right person to deal with the enquiry, please forward to the correct team as soon as possible.

If you do not know who to redirect this email to, please contact the Web Team.

Thank you.

**FROM: Mrs Deborah Donovan**

**MESSAGE:**

Morning, I'd like to request a 15 minute road closure on Sunday 10th November 2019 which affects three roads as follows:-

The first will be at the junction of Roderick Avenue and Sutton Avenue, by the car park entrance to the North of the Anchor Surgery. The second will be at the automated traffic signals at the junction of Arundel Road West and Sutton Avenue. The third will be at the staggered junction of Greenwich Way / Meridian Way and Roderick Avenue. The parade will start at 10.30am and should arrive at Meridian Park by 10.45am. Thank you.

Please respond by email to [civicandmarketing@peacehaventowncouncil.gov.uk](mailto:civicandmarketing@peacehaventowncouncil.gov.uk) or by phone on 01273585493

This email was sent from the following device:

Browser: Mozilla/5.0 (Windows NT 6.1; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko)  
Chrome/76.0.3809.132 Safari/537.36  
IP address: 172.31.4.30



The Joff, Roderick Avenue, Peacehaven to The Co-operative Meridian Centre, Peacehaven BN10 8BB

Walk 0.3 mile, 6 min



via Sutton Ave

6 min

0.3 mile

Mostly flat



# Risk Assessment Remembrance Day Parade Peacehaven 10/11/2019

Activity / Event/ Risk	What is the nature of the risk?	Control Measures	Likelihood	Severity	Risk Rating
Environment / Location	Peacehaven Meridian Park and Parade Route from Sutton Avenue (Joff Youth Club)	<ul style="list-style-type: none"> <li>Event being managed by Peacehaven Town Council with Parade being led by representative of Royal British Legion</li> </ul>	Likelihood of each	Severity of each	RAG rate each overall section according to the table on p.2
March / Parade	Traffic management / Road closure. Disruption to traffic. Vehicle / Pedestrian interaction Slips, trips and falls.	<ul style="list-style-type: none"> <li>Road Closure Notice in place. Signage and stewards arranged. Road to be closed only as long as is necessary (estimated 15 mins)</li> <li>Interaction between vehicles and pedestrians to be controlled by way of road closures</li> <li>Route has been assessed and walked and there are no major hazards which could cause slips, trips or falls</li> </ul>	1  1  1	1  3  1	1  4  1
Illness / Injury	Elderly and frail residents and vulnerable younger residents involved with this event. There is a raised possibility of illness or injury due to this demographic and the physical exertion involved.	<ul style="list-style-type: none"> <li>All Peacehaven Town Council Officers attending are First Aid Trained.</li> <li>Emergency Services have been made aware of this event and access for emergency vehicle will be maintained at all times.</li> </ul>	2	3	5

Memorial Service	Elderly / Young residents having to stand on uneven surfaces and for a prolonged period of time. This may cause discomfort, minor injury or illness.	<ul style="list-style-type: none"> <li>Seating will be provided for those with mobility problems or who are unable to stand.</li> <li>First aid trained staff will be on hand.</li> <li>Matting has been supplied for areas identified as slippery surfaces.</li> </ul>	1	1	1
Maroon Launch	Discharge of explosive maroon. This could cause injury, alarm or distress.	<ul style="list-style-type: none"> <li>Discharge of maroon to be managed by Coast Guard in accordance with their good practice and procedure.</li> <li>Warning to be given to those attending of two explosions.</li> <li>Local residents informed by letter</li> <li>Area of explosion controlled / cordoned off by PTC Officers</li> </ul>	1	6	7
Dispersal / Egress	Requirement for those attending to leave the area in an orderly and safe manner either at the end of the event or due to an emergency	<ul style="list-style-type: none"> <li>All PTC Officers are trained in emergency evacuation procedures.</li> <li>An plan is in place for those attending to move from the memorial to Community House</li> </ul>	1	4	5

Deliberately blank to add details of any dynamic risk assessments required during event.

#### NOTE THE FOLLOWING

Ongoing risk assessment – the most essential element: 1. Apply the control measures 2. Monitor how effective they are 3. Change, adapt, and revise as required



**Emergency Contact Information and Procedure**

Deborah Donovan – 07850519088  
Kevin Bray - 07720498316

**Alternative Plan**

If inclement weather the service will be held at the Church of the Ascension, Arundel Road.

The risk matrix identifies the likelihood from unlikely to almost certain and the severity low – extreme, use this to risk rate each hazard.

LIKELIHOOD/SEVERITY	Minor Injury (1)	Injury/Ill Health (2)	Moderate Injury / Illness (3)	Major Injury (4)	Disability or Death (5)
Very Unlikely (1)	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
Unlikely (2)	2 LOW	4 LOW	6 LOW	8 LOW	10 MEDIUM
Likely (3)	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 MEDIUM
Very Likely (4)	4 LOW	8 LOW	12 MEDIUM	16 HIGH	20 HIGH
Almost Certain (5)	5 LOW	10 MEDIUM	15 MEDIUM	20 HIGH	25 HIGH

Risk Rating	
Low 1-5	Probability for minor accidents; non disruptive damage to equipment or property. Requiring long term action by management.
Medium 9-15	Probability for lost time; accident and damage to equipment or property. Requiring immediate action by management.
High 16-25	Probability for loss of life; serious injury; damage to equipment or property. Requiring immediate action by management.

AGENDA ITEM: CE25

COMMITTEE: CIVIC AND EVENTS

REPORT OF: CIVIC AND MARKETING OFFICER

SUBJECT: BUDGET REQUEST

## RECOMMENDATION

### Civic and Marketing Budget 2020/2021

#### CIVIC

In line with the Mayor's handbook:-

#### MAYOR'S EVENTS

The Mayor's Events are organised by the Civic & Communications Manager. There are 5 fixed Mayoral events during each year. Other events can be organised by the Mayors Event Committee Volunteers.

- Mayoral Reception - April
- Civic Service - prior to 1 July each year
- Remembrance Day and Maroon Launch - November
- Carol Concert & Christmas Market – December
- Summer Fair - July

#### CIVIC RECEPTION

A BUDGET of £1000 each year is allocated to the Mayor's Reception: this would include the following:

- Entertainment (approx. £300)
- Food, generally a buffet ordered from Sainsbury's and wine/juice (£600)
- Invites, flowers, sundries & awards (£100)
- Hall decoration
- Staff costs

Invites are sent to all Staff, Members, local organisations, groups, volunteers and the Mayor's chosen charities. It was ruled by the last council to invite past Mayor's too. A total of 150 people are usually invited.

It is hard to keep to this budget each year, especially when the Council is in Purdah and has two receptions in one year! In 2019 the Mayor's Civic Reception was cancelled.

#### PROPOSAL TO COUNCIL

- Request to increase this reception by £250, giving a total of **£1250**

## **MAYOR MAKING**

Full Council Meeting in May

Past Mayors Badge - BUDGET **£280**

A thank you gift for the Deputy Mayor (bottle of wine) **£10**

A thank you gift for the Youth Mayor & Deputy Youth Mayor **£20**

A New Youth Mayors Badge, **to be agreed at Council £240**

**CIVIC SERVICE** (depends where this is held)

OUR PARISH CHURCH OF THE ASCENCION IS THE GENERAL CHOICE, however it would be the current Mayors choice of venue

## **A BUDGET OF £250**

- Flowers
- Invites
- Cake
- Food
- Staff costs

## **REMEMBRANCE SERVICES**

**A BUDGET OF £500 to cover both events**

### **November 2020**

- 2 Wreaths (Mayor & Youth Mayor)
- Reception/refreshments/awards
- Staff costs

### **May 2020 – VE Day 75<sup>th</sup> Celebrations**

- Over the Bank Holiday weekend / 8<sup>th</sup> & 10<sup>th</sup> May
- Refreshments for a street party (venue to be decided, may be the Dell)
- Staff costs
- Jazz band (£300 already quoted and booked)

## **IN THE EVENT OF A ROYAL DEATH**

### **A BUDGET OF £100**

- Fresh flower wreath (paper flower wreath already commissioned)
- Commemorative tree
- Service of remembrance
- Condolence book, paper flowers, fresh flowers, official picture, frame, table cloth, arm bands, rosettes & black ribbon **have already been sourced and paid for**



## CHRISTMAS EVENTS

### Christmas market **BUDGET £1000**

- Father Christmas gifts (**£500**)
- Posters/flyers/banner (**£250**)
- Printing costs (**£50**)
- Decorations (**£200**)
- **Civic Officer will endeavour to seek sponsorship for this event too**

We hope the Mall Management will contribute in some way

### Carol Concert **BUDGET £160**

- Printing Costs , posters (in house £50)
- Flyers (£10)
- Refreshments (generally supplied by one of the Churches ) if not £20
- Mince pies (hopefully donated) if not £40
- Collection during the event – donated to a charitable cause
- Dignitary reception (Deputy Lieutenant etc.) £40

## SUMMER FAIR

To seek sponsorship – to consider a budget of £2600

- To decide if the profits are automatically given to the Mayor

### **BUDGET £2600**

Expected expenditure for 2020	
Item	Amount
Portaloos	£830.00
Fire extinguishers	£ 70.00
Walkie talkies	£130,00
Barriers	£ -
Leaflet distribution/printing	£275.00
Bins	£ 50.00
Sundries/juice/water/toilet paper/cable ties	£ 30.00
Food (for volunteers/staff)	£ 75.00
Event License	£ 21.00
Staff costs TOIL or pay	£1150.00
TOTAL	£2631.00

## **CIVIC GIFTS**

ADHOC CIVIC EVENTS (Entertaining Dignitaries)

### **BUDGET £200**

## **CIVIC TRAINING (National Association of Civic Officers)**

In March 2020 the Civic and Communications Manager will be attending a one day training event with the National Association of Civic Officers

**This event has already been paid for, however, in 2021 training session will be a two day conference, which will need to be accounted for thin the 2019/20 budget**

### **BUDGET (Approx £500)**

➤ to cover travel, conference, workshops and stay over at a discounted price.

The Civic and Communications Manager has been elected onto the Executive Board of National Civic Officers, therefore ,there may be other occasional meetings during the year, including the local Sussex meeting

## **YOUTH MAYOR**

**Will a budget be assigned to the Youth Mayor this year? I propose £500, for travelling expenses & sundries**

*If there are additional Mayoral events to be organised a budget will be required to enable the organisation*

## **MARKETING**

### **E-NEWS**

**BUDGET - No budget required, only officer time**

### **WEBSITE:**

**BUDGET £2500 (however, we have contracted hours, which may be sufficient)** Finance Officer to advise

### **GENERAL ADVERTISING FOR COUNCIL including SOCIAL MEDIA £1000**

UNIFORMS for Caretakers - this should be within the Community House Budget

Cinema – Community House Budget

Stationery - Community House budget

Town Meeting – COUNCIL budget

- Printing & banner costs

Annual report – COUNCIL budget (£200)

- Banner/printing costs

**Proposed Budget for 2020/21 = £8110 (excluding the Website)**





AGENDA ITEM: CE26

COMMITTEE: CIVIC AND EVENTS

REPORT OF: CIVIC AND MARKETING OFFICER

SUBJECT: TWINNING

## **History of Twinning**

The twinning of cities has its origin in the period after World War II when it was introduced as part of the reparation programme to build friendship and support cultural exchange across Europe. The aim was to pair towns and cities with similar geographical, political and historical backgrounds.

Peacehaven is twinned with Isernhagen a town in Germany, and a town in France, Epinay-sous-Senart.

Peacehaven Town Council decided that it was too expensive to host the council members from both towns and so severed the friendships in November 2008. However, the Mayor, at the time, Cllr. Helen Livings insisted on attending the twinning weekend in Isernhagen in August 2009. Thereafter, Peacehaven Town Council was not involved in any further visits and did not host our twinning towns thereon.

Although, in 2017, Cllr Robert Robertson (Mayor at the time) invited both towns to Peacehaven to join our 100<sup>th</sup> year celebrations. The Mayor of Isernhagen accepted and tried to persuade council to participate in exchanges once again.

Unfortunately, council didn't pursue the reformation of friendships, which was a real shame! However, the Twinning Association continued their visits for a further number of years.

## **RECOMMENDATION**

Peacehaven Town Council to contact the councils in Epinay-sous-Senart and Isernhagen to reform the twinning friendships.

If the friendships were to re-form then all costs would be down to each individual if travelling to either France or Germany (flights, accommodation, food & drinks).

If Peacehaven initiates the rekindling of the three towns then the RECOMMENDATION would be that PEACEHAVEN TOWN COUNCIL host the first gathering.

1. **To AGREE/DISAGREE** the reforming of the twinning towns
2. **To AGREE/DISAGREE** for Peacehaven Town Council to host the first event



AGENDA ITEM: CE27

COMMITTEE: CIVIC AND EVENTS

REPORT OF: MARKETING ASSISTANT

SUBJECT: YOUTH MAYOR AND DEPUTY YOUTH MAYOR

### **Information**

Council ratified the recommendation to accept the Peacehaven Community School newly elected President and Vice President to fit the role of Youth Mayor & Deputy Youth Mayor on Tuesday 24<sup>th</sup> September 2019.

Deborah, Cllr Cheta and I have since met the Head teacher of PCS School and the Youth Mayor's and Deputy Youth Mayors parents who have given their full support.

### **Management/Administration**

The Marketing Assistant will:

- Provide support to the Youth Mayor and Deputy Youth Mayor in respect of managing, organising, prioritising and co-ordinating their programme of civic engagements and commitments at council.
- To act as first point of contact receiving all requests for official engagements and ensuring that all related correspondence and other communications are dealt with appropriately on behalf of the Youth Mayor and Deputy Youth Mayor
- Ensure all necessary arrangements are in place for the Youth Mayor and Deputy Youth Mayor to fulfil their engagements including making arrangements for travel, timings, etc.
- Ensure all necessary arrangements are in place for fundraising events for the Youth Mayor's Charity
- provide advice on the appropriate 'dress code' for particular civic duties, as necessary, and whether the Chains of Office should be worn
- ensure appropriate communication is maintained with the Head teacher of PCS and both the Youth Mayors and Deputy Youth Mayors Parents.
- Maintain/Control all social media accounts of the Youth Mayor in line with Council Policy

### **Budget**

We recommend a **£500** budget for the Youth Mayor for the year 2020/2021

New Chain- approx. £250 for a new youth Mayors Chain with Ribbon from local Jeweller

Expenses- £250- Travel, Organisation of events, Develop projects



#### What's expected of the Youth Mayor

- Attend and visit events, launches or meetings where the Youth Mayor will get the opportunity to represent young people and learn more about life in the local community
- Consulting with other young people to find out what they think about local issues
- Providing a focus and a channel for young people's views to be heard, by speaking at council.
- We will also give the youth Mayor the chance to shape the role, by allowing them to highlight, campaign, raise money for different causes or issues which the youth deem important. (With Permission from Civic Team)

Handbook - Attached to this document







## Peacehaven Youth Mayor Handbook

The Youth Mayor is a position held for one year (May to May) with the aim of representing the views of young people in Peacehaven, in collaboration with the Town Council.

The Youth Mayor, and Deputy, is invited to take part in the Town Councils Civic events and some occasions, which would include engagements alongside the Mayor of Peacehaven and others representing the Mayor. The Youth Mayor is also invited to give talks, speeches or present awards at ceremonies, attending events where possible, to help build a relationship with the people of Peacehaven to increase their profile.

The general role of the Youth Mayor is to represent young people in the Town. To do this effectively, they should be politically neutral and represent young people's opinions, not political parties. This will help strengthen their role and ensure they are accountable to the young people they represent.

A Youth Mayor is a young person, usually 9-18, who is elected by other young people to represent them. Elections are organised by PCS at its expense.

The Youth Mayor, however, doesn't have any decision making powers.

### What are the benefits for Youth Mayors?

- **Power and influence** - a high-profile elected representative raises the profile of issues that matter to young people, and influences local opinion-formers. To find funding for community projects, translates that influence into action.
- **Getting their voices heard** - Youth Mayor ensures that young people are more informed. They can see that they are being listened to and that their concerns are being acted on.
- **Understanding and development** - young people gain new skills and develop valuable experiences. Representation promotes the understanding of local democracy and political processes.
- **New skills** - confidence, communication, etiquette, presentation, and chair meetings





- **Positive representation** - Youth Mayors represent young people in the media; countering negative stereotypes and promoting positive images.

### **What are the benefits for local communities?**

**Informing policy makers** - a Youth Mayor can advise elected members, local officers and help their wider partners understand the issues that affect young people, as well as their needs and opinions, leading to better informed decisions.

**Local school development** - Creating and maintaining a good relationship with the local schools, youth clubs and other youth organisations.

- **Developing civic identity** - voting at a young age can become a lifelong habit that leads to greater participation in the democratic process and wider civic society. More people will be interested in local youth elections, standing for and voting in elections.
- **Increasing legitimacy** - Youth Mayors provide a voice for a section of the population that often goes unheard. Representation of young people lends credence and focus to the work they undertake with adult politicians.
- **Improving services** - youth representation acts as a catalyst to strengthen local accountability and improve services for young people
- **Fulfilling statutory duties** - local authorities have a duty to inform, consult and involve people in the running of local services, as well as a duty to promote democracy - particularly to young people.

### **From participation to representation**

Traditional youth involvement in decision making has taken the form of youth participation. Representation for young people goes further. Youth representation allows adult politicians to reasonably delegate to democratically-elected young people, giving them real influence and power to make decisions (student council).

The democratic mandate of Youth Mayors provides the credibility to represent young people. This mandate enables them to take local action on the issues that matter to young people in their area, obviously with the recommendation and advice from the full Town Council

### **Will the Youth Mayor be effective in the town?**

A clear idea what the Youth Mayor can and can't do and therefore establishing boundaries for what impact they can have on decision-making processes (Youth associated decisions).





- A formalised structure in which to operate
- A nominated adult champion to help lead and support the Youth Mayor – (The Civic Officer and Assistant Marketing Officer)
- A mechanism to measure the success of the Youth Mayor's involvement
- Projects to help raise the profile and influence of the Youth Mayor
- Access to meeting rooms, premises and equipment
- Briefings before meetings
- A youth participation structure to feed in to and lead (PCS Student Council)

### **Why so formal?**

Adult-elected Mayors have structure and systems in place to support them. It is only logical that a Youth Mayor should have the same. This supports Youth Mayor authority and lends credibility to the work that they do. It also helps adults in the Local Authority understand what the Youth Mayor is supposed to do and how they are meant to work.

It is necessary to establish within the structure some form of protocol so that the Youth Mayor can easily and effectively feed into the general workings of the council as a whole. This may take the form of a written constitution or Terms of Reference.

At the same time, some informal workings with regard to communication and style of meetings could be more appropriate and will keep young people interested, informed and engaged.

Having a formal structure will show young people that it is necessary to put forward reasoned discussions and help them prepare and suggest policy changes. A formalised cabinet structure with an agenda ensures that meetings reach positive and constructive conclusions – this will take place at PSC during school President council meetings.

Meeting agendas and minutes will be forwarded to the YM officer (Matt Gunn) who will forward any recommendations/reports to the appropriate council committee at PTC

### **Young Mayor Inauguration ceremony**

At the start (and end) of a Youth Mayor role, an inauguration or election announcement ceremony will take place. This is a good event to drum up local press interest and raise awareness of the young people in the town. This will be organised in collaboration with the Peacchaven Community School elections for student presidents, every April.

The official chain of office will be presented by the Adult Mayor to the Youth Mayor at the Full Council Meeting in May. When on official business or attending an engagement or an event organised by the civic office the chain should be worn. If the Youth Mayor is unavailable then the Deputy Youth Mayor should step in.



## **The Purpose**

### **The main purpose of the role of Youth Mayor is:**

- ❖ Helping the Council communicate with younger people; and vice-versa
- ❖ Assisting and encouraging younger people in Peacehaven to get involved with the Council and the decisions being made in the town
- ❖ Spreading the importance of younger people giving feedback on Council services and activities in the town
- ❖ Representing the youth of the town at Council meetings and civic events, including liaising with youth groups
- ❖ Fundraising or raising awareness of a chosen charity during their year in office.

## **The Role**

The Youth Mayor/Deputy will ideally:

- Be confident communicating with people of all ages
- Be passionate about provisions and services for younger generations
- Have the desire to make a difference
- Be able to commit their own time to the role
- Be keen to learn about and get involved with the Council
- Be happy attending civic events and representing the Council
- Be passionate about Peacehaven
- Be respectful , courteous , responsible and a proud ambassador for the town

## **Support**

In addition to the individual feeling confident in their ability to carry out the roles, it is vital that they have the support of a parent or guardian (or other responsible adult, perhaps a teacher). Given that the roles of Youth Mayor and Deputy are taken on by under 18's, the Council has found that the supporting adult will often get involved in many stages of the term in office, particularly with moral support, travel to and from civic events and general support in all activities of the Youth Mayor.

## **Responsibilities**





Depending on the activities whilst in office, the Youth Mayor/Deputy may find that they are handling monetary donations towards a fund or charity; they are responsible for ensuring this money is passed on to the Council as soon as possible. Ideally arrangements would be made for monetary donations to come straight to the Council but it is realised that this is not always possible.

In the case of any poor performance, conduct or behaviour whilst in office, this would be managed by the Mayor's Civic Officer or other Council Officer in liaison with the parent/guardian and Chairman of the Council (The Mayor).

Due to the Youth Mayor and Deputy being under 18 years of age the Council accepts its responsibility for the safeguarding of a minor. This is monitored closely by the Town Clerk as the Council's Chief Officer. This said however, ultimately the parent/guardian holds responsibility for the child and should ensure that necessary arrangements and considerations are in place; this includes travel to and from evening Council meetings and civic events for example. The role of Youth Mayor/Deputy does not give the individual any power or decision making abilities; it is a non-political, civic role and therefore has no power to act on behalf of the Council.

Whilst not a Town Councillor, the role of Youth Mayor/Deputy has similarities to that of a Councillor in that it is a voluntary role within the Council, working with a common aim. Town Councillors are elected in to office and must adhere to the Members Code of Conduct. The Youth Mayor/Deputy is advised to read this document just to fully understand the expectations of the conduct of a public figure (it can be found on the Council's website).

The Youth Mayor and Deputy should strive to take these 'Seven Principles of Public Life' on board. While not wishing to seem dictatorial, there are certain rules that must be followed by the Youth Mayor/Deputy:

- ✚ They must not intentionally bring the Council in to disrepute, this includes Councillors, Officers and Council services/activities;
- ✚ They must not abuse their position or use the title for inappropriate use, behaving appropriately at all times;
- ✚ They must remain apolitical at all times when acting or representing the office of Young Mayor;
- ✚ They must seek permission before any financial commitments are made or contracts of any description entered in to;
- ✚ They must take care of the Youth Mayor's/Deputy's badge of office and any other equipment provided or face liability for any replacement or repair costs;
- ✚ They cannot speak or make any decisions on behalf of the Council;
- ✚ They should follow civic protocols;
- ✚ They must ensure all communications are courteous and polite, whether face-to-face, in writing or on social media. Failure to follow these may result in the Youth Mayor/Deputy being made to stand down from the role; a parent/guardian will





be involved in any talks of this nature – All official Social Media Posts will be actioned by a council officer

### **Council meetings**

The Youth Mayor and Deputy are invited to all FULL Council meetings and the Civic and Events Committee Meetings during the Municipal Year (this is the 'Council's Year' which runs May to May). The meetings are usually on a Tuesday evening at 7.30pm in the Anzac Room, Community House, there are usually five or six held annually. These are public meetings attended by all 17 Town Councillors and Council Officers where members of the public are welcome to attend. The agenda for these meetings is published the week before the meeting; the Youth Mayor/Deputy would receive a copy of the agenda and any other relevant documentation. The Youth Mayor will be invited to give a written and/or verbal update at each Council meeting. This is a good opportunity to update Councillors and the public on the activities of the Youth Mayor, the achievements and the future plans. The Youth Mayor/Deputy will be free to make comment on items during meetings, although not take part in any voting. Council Officers will give you guidance ahead of your first Council meeting on the format of meetings.

### **Charity support**

Chosen Charity / Good Cause / Project

Each Youth Mayor is given the opportunity to choose a charity/local good cause/project to raise funds for during their term in office; this is the same for the Mayor of Peacehaven. As well as representing the youth of Peacehaven, this enables the Youth Mayor to make a measurable positive and lasting impact and have a further sense of achievement after their year in office. It is recommended that chosen charities be local, with a direct impact on the town of Peacehaven and its residents. A chosen charity must be a registered charity. The Youth Mayor will have to discuss thoughts on a chosen charity with the Mayor's Civic Officer before approaching the charity

### **Fundraising**

Assuming a charity has been chosen (it is not a necessity if the Youth Mayor does not wish to), the Youth Mayor and Deputy can set about fundraising for the charity. All funds raised will be held securely by the Council and totalled at the end of the financial year (April). The Youth Mayor will then be able to arrange a presentation of the funds raised to the charity, generally at the Mayor of Peacehaven's end of year Reception (last Saturday in April). The Council has strict financial procedures governing the handling and processing of incoming and outgoing monies. The Young Mayor must ensure that any monetary donations or funds in their possession are passed on to the Council at the earliest possible convenience. As above, any fundraising opportunities should be discussed with the Mayor's Civic Officer before going ahead.





## **Fundraising ideas**

When looking at ideas for fundraising, the Youth Mayor could look at the following:

- Non-school uniform days (£1 donation per student)
- Sponsored activities
- Stalls/fundraising at other events
- Online / Social media campaigns
- Simple word of mouth / publicity of cause

The Youth Mayor may have other ideas but these would need to be discussed with the Mayor's Civic Officer and any other relevant third parties so feasibility can be considered alongside the demands on the resources of the Council.

## **Annual Events**

Each year the Council holds certain events that the Youth Mayor and Deputy are invited to get involved with:

- Annual Town Meeting (May)
- Mayor's Civic Service (June / July)
- Summer Fair
- Remembrance Services (November)
- Carol Concert (December)
- Christmas Market
- Mayor's end of term Reception (April)

At the beginning of the term of office, discussions will be had as to the level of involvement the Youth Mayor/Deputy would like to have and any roles to be carried out. The Youth Mayor/Deputy will then be kept updated with relevant plans for the event and given a full briefing ahead of the day.

## **Engagements**

It is highly likely that the Youth Mayor will be invited along to events and functions as part of their role. This may be alongside the Mayor/Deputy Mayor, or may be separately. The majority of invites will come through the Town Council and will be discussed with the Youth Mayor by the Mayor's Civic Office who will then make arrangements as necessary. Some invites however may come direct to the Youth Mayor; in this case, the Youth Mayor must ensure they inform the Mayor's Civic Office of the engagement and any relevant details, so a record can be kept. In some instances the invite may be to an event/function with a cost (a ticket cost or stall cost, for example).





Attendance at these will have to be assessed on an individual basis by the Mayor's Civic Office, taking into account the financial implications. In order for the Council to justify a spend, the event/function must be either raising the profile of the Town Council, the town itself or a specific activity and/or project of the Youth Mayor's or Council's.

### **Civic Protocol**

The role of Youth Mayor is a civic role within the Town Council and therefore needs to follow the relevant civic protocols. The Mayor's Civic Officer and/or Mayor will be able to give guidance of civic protocols in specific circumstances i.e. civic services, parades, council meetings etc.

Chain of Office – the chain of office is an important part of the Council's civic regalia. The chain should only be worn when acting in the role of Youth Mayor and should be taken care of at all times.

Dress Code – when attending civic functions, the dress code will usually have been specified. Most civic functions are formal dress occasions. The Youth Mayor/Deputy are representing the Council, so must be dressed appropriately.

Titles – there are certain ways in which to address certain dignitaries, these will be talked through as and when needed. On a local level, when talking about Town Councillors in public or at a meeting, they should be referred to as 'Councillor Smith' rather than on a first name basis.

### **Contact with the Council**

The Council will usually use email to stay in contact with both the Youth Mayor and Deputy. However, the Council will ask for a phone number from each, just in case of a more urgent need to make contact. Any personal contact details given to the Council will be held securely and not shared with anyone beyond Council staff. It may be easier to use the WhatsApp messaging application for quickness.

To contact the council the following e-mail address should be used:  
[marketingassistant@peacehaventowncouncil.gov.uk](mailto:marketingassistant@peacehaventowncouncil.gov.uk)

### **Personal Details**

The Council will need to hold some personal information on file e.g. contact details, medical history or allergies, emergency contact details etc. All details, other than contact details, will be disposed of as confidential waste when the Youth Mayor leaves office.

Parent /Guardian.

The Council will want to meet with the parent/guardian of the Youth Mayor and Deputy upon first taking office. The Council will need to be able to have a communication channel with the parent/guardian; it also gives them an opportunity to ask any





questions they may have. Due to the public nature of the role of Youth Mayor, the Council will seek consent from a parent/guardian for use of photos and possibly videos of the Youth Mayor and Deputy. This may be photos at public events or videos of Council meetings for example.

### **Risk Assessments**

The Council carries out risk assessments for all its activities, including assessments surrounding young people. While the Youth Mayor's/ Deputy's parent/guardian hold responsibility for them, the Council will ensure that at no times the Youth Mayor or Deputy is placed under any undue risk. This will include checking travel arrangements have been made for functions and events and ensuring they are not to be alone in a building or area or with just one other person.

### **Priorities**

The Council realises that quite often the term of office for a Youth Mayor/Deputy will coincide with exams or other important personal occasions. The Council would not expect the civic duties to take priority by any means but does ask the Youth Mayor/Deputy to inform the Mayor's Civic Office if they are going to need to take a step back for a period.

### **Working with the Adult Mayor**

For a Youth Mayor to successfully work, it is essential that they work with the adult equivalent. This could be in the form of meeting regularly, holding joint community surgeries together or presenting to Council together on topics of mutual interest.

Adult Mayors are busy people, so it is essential that meetings are short and to the point. The Youth Mayor may need some help to prepare for these meetings and to create a message that they partner with the Adult Mayor. In logistical terms, Adult Mayors and or Leaders of the Council have had many years of preparation to learn about politics, Youth Mayors have to learn the ropes in a very short space of time.

Generally the youth mayor would help the Adult Mayor to fundraise for his/her charities or they may concentrate on a particular item they would like to raise money for within the town.

### **Social Media & press**

All social media platforms will be handled by the Adult Mayor's Civic team who are available to help spread the positive image of young people in local, regional and national press. Hence, regular meetings with the civic office are a necessity.

### **Now get to work!**

The Youth Mayor, with appropriate support, now needs to take the lead and get to work! You might want to think about training opportunities, meeting with other



established Youth Mayors and running activities or events with young people in your area.

### **To conclude**

When establishing a Youth Mayor, it's essential that young people take the lead, feel empowered, make informed decisions and can see the difference they are making to their community.

This could take the form of any or all of the following:

- Accreditation (Youth Voice Award or AQA unit awards)
- Young Mayor's inauguration event
- Written thank you from the Adult Mayor
- Young Mayor scrapbook – scrapbook of photos and newspaper cuttings during their term of office

I .....confirm that I have read and will adhere to the procedures outlined in the Youth Mayor's Handbook

**SIGNED:** ..... **DATED** .....  
Youth Mayor of Peacehaven

SIGNED: Parent/Guardian .....

**SIGNED:** ..... **DATED** .....  
Deputy Youth Mayor of Peacehaven

SIGNED: Parent/Guardian .....

**SIGNED:** ..... **DATED** .....

Head Teacher of Peacehaven Community School

### **Sources of Reference used:-**

<http://ymn.org.uk/media/1019/young-mayor-final-draft-final.pdf>  
<http://www.ymn.org.uk/>

*Ratified at Full Council on 24<sup>th</sup> September 2019*

