**Minutes of the meeting of the Civic & Events Committee held in Community House, Meridian Centre at 15:00 on Tuesday 9th June 2020**

**Present:** Cllr Duhigg (Chair) Cllr Hill (Vice Chair), Cllr Paul, Cllr Goble, Cllr Mills, Cllr Simmons, Cllr Veck

**Attendance:** Cllr Seabrook, Cllr. Gallagher

**Officers in Attendance:** Tony Allen- Town Clerk, Deborah Donovan – Civic & Marketing Officer, Matt Gunn- Marketing Assistant, Karen Bray - Information Officer, Victoria Onis - Admin & Support Officer

**CCE42: Chairs Announcements**

Cllr Lynda Duhigg welcomed the committee to the meeting and thanked Cllr Gallagher for attending.

**CCE43: Public Question Time**

No members of the public were in attendance to ask questions

**CCE44: To consider apologies for absence and substitutions**

Cllr Seabrook Substituted for Cllr Symonds

Cllr Milliner - unwell

**CCE45: To receive declarations of interest from committee members**

Cllr Veck declared an interest in item: *‘CCE54: To discuss the future of the Coffee Mornings and Mini Markets’,* as she runs coffee mornings and markets.

**CCE46: To approve and sign the non-confidential minutes of the 25th February 2020**

It was agreed to approve and sign the non-confidential minutes of the 25th February 2020 as true and accurate record.

Cllr Hill Proposed

Cllr Mills Seconded

All in favour

**CCE47: To Review the Committee’s terms of Reference**

Members of the committee were all in favour to add the following item to the Committee’s Terms of Reference: -

‘*To strengthen communications with the committee effectively via the council’s media platforms (to be reviewed regularly).*

This item will be added to the next full council meeting for council approval.

**CCE48: 100th Anniversary of the start of Actual Construction, of the first homes completed in Seaview Avenue in October 1920**

Cllr Seabrook suggested that the committee should consider contacting a local estate agent to ask if they would be willing to organise a 360-degree video tour of the first house built in Seaview Avenue; the video could then be displayed on the PTC website and social media platforms.

Obviously, the house owner would need to be contacted in the first instance to gain permission

Cllr Paul confirmed that she has a good contact with a local estate agent in the town, who would be likely to help.

However, it was agreed that the Information officer should contact local estate agents to ask if they would be willing to produce a 3D video tour

Cllr Hill Proposed

Cllr Paul Seconded

All in favour

**FOOTNOTE:** The Civic & Marketing Officer will contact Julia Winkler (Peacehaven Pioneers) as it was her proposal to celebrate this anniversary and to ask if this suggestion would fit into her plans.

**CCE49: To discuss all events up to September which have been either cancelled or postponed. (Cinema and VE Day Events)**

Cllr Seabrook suggested it may be a good time for us to look at providing different forms of entertainment for our residents during the pandemic. He Suggested a Drive in Cinema would be a good idea as social distancing could be possible.

Officers had received a communication from a company who would organise a drive in cinema but felt at the time that due to COVID-19 restrictions it would not be viable and risk assessments would need to be carried out and toilets open

Council members discussed this suggestion, but no decision was made

The Civic and Marketing officer advised the committee that around 100 tickets for the cinema booked on the 18th March, had been sold, but no refunds had been requested.

Cllr Paul proposed that cinema tickets should be refunded if a request is made

Cllr Hill Seconded

All in favour

***\*Cllr Veck Joined the Meeting\****

The Civic and Marketing officer advised the committee that around 100 tickets had been sold for the V E Day event which was scheduled for the 8th May. She also confirmed that the Royal British Legion still wish to attend the event when we’re able to reschedule.

The committee agreed to re-arrange the event once the Government allow social gatherings to commence again.

Cllr Paul proposed

Cllr Hill Seconded

All in favour

**CCE50: To advise the postponement of the first meeting of the Facilities Event Working Party, to 14th July or sooner**

It was agreed that the information officer should contact working party members and Councilors to convene a meeting before 14th July

**CCE51: To advise that sponsorship agreement from Barratt Homes and S E Water has been re-negotiated for the 2021 Summer event**

The Civic and Marketing Officer advised the committee that Barratts Homes and SE Water had agreed to roll their sponsorship agreements over to the 2021 summer fair.

**CCE52: Wrestling**

It was agreed to cancel the wrestling event which was scheduled for the 24th October

Proposed by Cllr Hill

Seconded by Cllr Veck

**CCE53: CIVIC EVENTS:**

* **Armed Forces Day**
* **V J Day**
* **Remembrance Parade & Service**

**Armed Forces Day June 27th –** The Civic Officer’s advice is to hold a socially distanced flag raising event at the War Memorial, with just the Mayor and Civic Officer present. Photographs will be taken & published on social media

**V J Day – August 15th –**

**Advice received from the Queen’s Pageantmaster:**

(1) BUGLERS/TRUMPETERS/CORNET PLAYERS: Please consider playing the Last Post and Reveille at 11AM as part of the 2minute silence, from home or a safe location of your choice, followed at 8.18PM by playing Sunset that evening.

(2) TOWN CRIERS: Please consider undertaking the unique ‘Cry for Peace Around the World’ especially written for this occasion at 11.05AM from home or a safe location of your choice.

**Remembrance Parade & Service**

This event could go ahead but only depending on whether social distancing and gatherings have been reintroduced.

A decision would need to be made nearer the time on whether the parade would still go ahead

The Committee unanimously agreed to follow proposals for each event which were outlined by the Civic and Marketing Officer

Cllr Seabrook recommended that an event at Howards Peace Park on the 21st of September 2021 for International Peace Day could be considered, should gatherings be permitted again.

**CCE54: To discuss the future of the Coffee Mornings and Mini Markets**

*Cllr Veck declared an interest in this item as a hirer of these facilities\**

Following discussion, the Committee agreed to refer this item to the next Facilities & Events Working Party meeting.

**CCE55: To note a deposit of £200 was paid to Paella Inc. who will supply the food when the Mayor’s Reception goes ahead – Entertainment on hold**

The Committee noted this Item

**CCE56: To discuss the Christmas Market event**

Cllr Seabrook proposed an outdoor frost fair on the road leading up to PCS school, if we could obtain a road closure notice.

After a lengthy discussion it was agreed to cancel this year’s Indoor Christmas Market but to look into an alternative event to be held outside

Cllr Veck Proposed

Cllr Hill Seconded

Cllr Simmons abstained.

**CCE57: Carol Concert**

It was agreed to look at an alternative type of event instead of the traditional carol concert held in Community House to maybe include street carol singers.

The Civic & Marketing Officer noted that she would put this proposal to all of the Church Leaders, as this event is recognised as an altogether Community event arranged by the Council and Churches.

It was also mentioned that perhaps a virtual carol concert could take place, involving members of the community and clergy.

Cllr Hill Proposed

Cllr Veck Seconded

All in favour

**CCE58: To discuss and decide community objectives for the Peacehaven Town Council internal Business Plan**

This item was deferred as the Internal Business Plan will be discussed at the next Full Council Meeting.

**CCE59: To consider the organisation of outside markets & who would manage this**

After discussion the Committee agreed to refer this item to the next Facilities & Events Working Party meeting.

**CCE60: The Youth Mayor - to discuss and decide whether the role is working and if PTC should continue to support this position**

It was agreed to ask council to temporarily suspend the role of Youth Mayor during the coronavirus situation, and to contact Peacehaven Community School to talk about the role when it is appropriate to do so.

Cllr Paul proposed

Cllr Veck seconded

All in favour

This proposal will be on the next full council agenda to be ratified.

**CCE61: To Confirm the Date of the Next Meeting**

The Next Meeting date is confirmed for the 20th October 2020

**FOOTNOTE**: If the Facilities & Events Working Party need authorisation to organise events, an earlier meeting maybe called

\***Meeting Finished at 5:00PM**