



Tony Allen
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Townclerk@peacehaventowncouncil.gov.uk

PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

**Minutes of the meeting of the Civic & Community Events Committee held via Zoom at 19:00 on
Tuesday 18th August 2020**

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

Attendance: Mike Gatti- Peacehaven Focus Group
Tracey Pickett- Market & Car boot Event Organiser

Officers in Attendance: Deborah Donovan – Civic & Marketing Officer, Karen Bray- Information Officer

1. CCE69 CHAIRMAN'S ANNOUNCEMENTS

Cllr Duhigg spoke briefly about a recent correspondence from a local Justice of Peace, who is trying to encourage people in becoming Magistrates.

2. CCE70 PUBLIC QUESTIONS

No Questions

3. CCE71 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Seabrook substituted for Cllr Symonds

Cllr Lyn Mills- Absent

Cllr Alan Milliner- Absent

4. CCE72 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Veck declared an interest as she organises Markets which take place in Community House

5. CCE73 TO ADOPT THE MINUTES OF 14th JULY 2020

It was agreed to approve and sign the non-confidential minutes of the 14th July 2020 as a true and accurate record.

Cllr Hill- Proposed

Cllr Veck Seconded

All In Favour

The Chair, Cllr Lynda Duhigg suspended standing orders to allow a member of the public to ask a question

Tracey Pickett asked the committee: " Why are myself and Mr Parks now only allowed to run the Markets on Friday's when we was originally promised the allocation to run both Thursday & Friday Markets."

Cllr Duhigg responded to Mrs Pickett confirming that the council will answer the question in writing.

The Chair, Cllr Duhigg reinstated standing orders

6. CCE74 TO APPROVE THE PARTIAL OPENING OF COMMUNITY HOUSE TO SOME HIRERS

The Civic & Marketing Officer confirmed that the Information Officer had been working hard on creating Covid-19 Risk Assessments for all rooms in Community House, which have now been completed.

The Information Officer confirmed that she has now spoken to all of the regular hirers of Community House, she stated that there has been a mixed response with some hirers wanting to return as soon as possible and others not wanting to return until January.

The Information Officer told the committee that herself and the Senior Caretaker have now placed new signage and floor markings in all the relevant areas of community house and new hand sanitizing stations have been installed making the building safe for hirers to return and allowing the building to open if the committee agreed.

Cllr Paul stated that it would be important that in the terms & conditions of hire it mentions the fact that the council has the ability to cancel any bookings at short notice, just in case central government change the current restrictions.

7. CCE75 TO APPROVE THE PARTIAL OPENING OF THE HUB TO SOME HIRERS

The Civic & Marketing Officer confirmed that the regular hirers of the hub are starting to complete their risk assessments, she also confirmed that the Nursery who use the hub in the mornings have completed and returned their risk assessment and are ready to start in September.

Items CCE74 & CCE75 were voted on together

It was agreed that Community House & The Hub could start to partially open to hirers

Cllr Hill Proposed

Cllr Paul Seconded

All in Favour

Cllr Duhigg & Cllr Hill outlined that they are very thankful for the work that the Civic and Marketing Officer and the Information Officer have done in making sure that hirers can return safely.

Cllr Goble Joined the meeting at 19:31

8. CCE76 REVIEW OF BUDGETED INCOME AND EXPENDITURE

The Civic and Marketing Officer stated that so far this year we have not spent much of the committee's budget because all events had been cancelled due to Covid-19.

The committee agreed that to improve income it would be beneficial to look for a new site for a banner board such as in the big park.

Cllr Seabrook proposed that the committee should send a report to the leisure and amenities committee for a new banner board location.

Cllr Veck Seconded

All in Favor

Mrs. Donovan also added that the council had received revenue from recent film contracts in the town.

9. CCE77 TO CREATE A PEACEHAVEN CALENDER COMPETITION IN AID OF THE MAYORS CHARITIES

The Civic & Marketing Officer introduced this item and outlined that Cllr Wendy Veck had come up with this brilliant idea and the Marketing Assistant had produced all of the background information in the papers, including quotes and is ready to advertise the competition should the Committee agree to go ahead.

The Committee agreed to allow the marketing assistant to create a Peacehaven calendar competition in aid of the Mayor's Charities.

Cllr Veck Proposed

Cllr Hill Seconded

All in Favor

10. CCE78 TO AGREE THE RETURN OF THE CHRISTIAN CONGREGATION IN THE MAIN HALL

It was agreed that Community House will not re-open on weekends to hirers, including the Christian Congregation until January at the earliest.

Cllr Veck Proposed

Cllr Paul Seconded

All in Favor

11. CCE79 TO GIVE FEEDBACK ON RECENT EVENTS (CAR BOOT SALE & V J DAY)

The Civic & Marketing Officer stated that the two Car Boot Sales that have taken place so far have been a big success. She also confirmed the VJ day commemoration held at the War Memorial was a well organised socially distanced event which was attended by around 20 residents

CCE80 TO CONFIRM THE DATE OF THE NEXT MEETING 20th OCTOBER 2020

The Committee confirmed the next Civic & Community Events meeting will take place on the 20th October 2020 at 7.30pm.

The meeting ended at 20:25

unadopted-draft

AGENDA ITEM: CCE86
COMMITTEE: CIVIC AND COMMUNITY EVENTS
REPORT FROM: THE CIVIC AND MARKETING OFFICER
SUBJECT: REMEMBRANCE SUNDAY & ARMISTICE DAY
DATE: 7TH OCTOBER 2020

This year Remembrance Day, on 8th November will be different from other years, we will not be organising a parade or a long service; we will be following Government advice regarding social gatherings so we will be advising our local organisations and residents **NOT** to gather at the War Memorial, due to COVID-19 restrictions.

We will not be inviting guests to attend the short service at the War Memorial site at 11.00am. The **ONLY** attendees at this time will be The Mayors of both Peacehaven & Telscombe Town Councils, the Royal British Legion representative accompanied by the standard bearer, our local bugler, and the Rev'd Tim Mills, Peacehaven Town Council will video the short service at a distance and will post on our Social Media sites. This decision has been made to avoid social gatherings; we are following Government advice.

We would however, like to invite, dignitaries and our local organisations to lay their wreaths after 11.20am. Those who would like to lay a wreath on behalf of their organisation or group will be given a time slot to visit the war memorial, in a safe capacity and at their own risk. It is suggested that sanitiser is used after laying the wreath, please bring this with you when visiting the site.

Please contact Deborah Donovan, Civic Officer
(civicanmarketing@peacehaventowncouncil.gov.uk) who will allocate you with a time to lay your wreath.

If a poppy wreath is required for Ceremonial Laying at the War Memorial, please contact the Royal British Legion Poppy Organiser Stephen Redman on 01273 5875899 who will arrange a safe collection point.

There has been a lot of speculation on social media regarding Armistice Day too, unfortunately, we won't be inviting schools or organisations to attend the short service on 11th November, however, residents can visit to pay their respects at any time after 11.15am taking into consideration social distancing and gathering in numbers. Peacehaven Town Council will video the short service and will post on their social media sites.

We are fully supporting the idea of placing pictures of poppies in windows which could also be a fabulous idea for the schools to take on board too. Peacehaven Town Council are working with the Co-op Funeral Care (Caring Lady) who have donated material for the Sussex Volunteer Crafters to make 'Poppy' face masks. These will be on sale from 19th October in the Information Office, priced at just £2.50, all funds will be donated to the Royal British Legion.

If there is an outbreak of COVID-19 in the Town, then all procedures may be cancelled at a moment's notice. Thank you in advance for your support with these changes.

Civic and Community Events

Agenda Items: CCE87

Committee: Civic and Community Events

Title: Report on Shoreham Centre Visit

Date: 29/9/20

Report Author's: Cllr W Veck

REPORT ON SHOREHAM CENTRE VISIT

On 15th September we were invited to take a tour of the Shoreham Centre in Brighton to see how different community halls and spaces are used. We were shown around by Michelle, who was immensely helpful. Cllr. Lynda Duhigg and (myself) Cllr. Wendy Veck attended.

The Shoreham Centre was once a school. It was transformed into a Community space in the 60's. It has been run by a board of trustees since then. The Centre has undergone a major refit in recent years which was extremely complicated as they now share the building with Adur Council.

During the refit of the building was open although limited. The offices had to be in the outside car park in a portacabin for some considerable time. These points are worth noting as we are about to face similar challenges. They received several grants from organisations and the Council to complete the work. They have also been given a donation of 100+ chairs which were privately donated.

Now that the work is complete the Centre is amazing, they have a sweeping front desk which has offices behind offering a welcoming environment. Although some of the centre is non-operational due to Covid they are still using and hiring some rooms. They have strong Wi-Fi in all areas enticing people to come in sit, socialize and use their café area. The centre is on two levels. They have lots of quiet seating areas, some of which are closed due to Covid.

Although the centre is now considerably bigger than ours their use of space and facilities are impressive and imaginative. They have a waiting list for using an upstairs balcony for art exhibitions. Their main hall has a bar inside, which we could not do here as the hall is considerably larger than ours. They have a second main hall area which doubles up as café space which also has a bar in. The second hall can be separated by a folding wall thus giving a flexible hire space.

They have a full theatre set up in the main hall, but not fold out seating which is our jewel in the crown. The main hall also encompasses a weekly market on a Wednesday which usually has 45 stall capacity. There are multiple small rooms, some with kitchenettes dotted everywhere, some with wall dividers giving flexible space.

The car parking is in a chargeable car park run by Adur Council.

The café interestingly is operated by paid internal staff. In the currently climate they are offering light snacks, tea and coffee in a Covid secure way. They also are using track and trace. They have a much larger area available to sit in and an outside area. The bar area is staffed again in house by a couple on a

Civic and Community Events

zero-hour contract as and when they are needed. The centre also has security, this is something we need to look at when the centre is rearranged as we will no longer have the use of the Meridian Centres staff. Perhaps we could retrain the caretakers into a more forward-facing concierge type role with CCTV training as again that is something, we are rather thin on. The Shoreham Centre has particularly good CCTV which enables staff to be see everywhere without having to roam around. How this operates needs to be investigated in detail.

We have attached details of room hire to look at further. Michelle was more than helpful in providing this information. Caution must be exercised regarding the high fees charged as the area is more affluent than Peacehaven.

Michelle provided us with a link to BHCW which is a community run organisation which links up lots of charities in the area, but mainly covers Brighton and Hove. We should be in contact with them to see if they have a similar organisation in the East Sussex area. I know we have SCDA based in Newhaven, but they may still have some helpful advice. Please take the time to follow the link to see what is possible.

<https://www.bhcommunityworks.org.uk/about/>

In short, although the centre is run by a trust they have overcome very similar if not more challenging circumstances than us and have come out the other side with a different but workable amazing centre which is vibrant, clean, welcoming and well used. The visit has taught us that we can learn from and share ideas easily with similar community spaces. The sky is the limit!

Cllr. W Veck

Civic and Community Events

Agenda Items: CCE89

Committee: Civic and Community Events

Title: **THE BANNER BOARD UP-DATE**

Date: 8/10/20

Report Author's: Matt Gunn

Summary of Recommended actions

To Note

Analysis

Unfortunately, we have suggested the dell, the big park & opposite Tudor Rose Park and none of the locations have been deemed suitable for a new banner board

During the last Leisure, Amenities & Environment Committee meeting the committee decided to defer the banner board item until a management plan had been created for green spaces in the town.

We are now encouraging businesses to advertise on our two A1 roadside notice boards at a charge of £30 per week.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	Loss of £3700 of potential earnings
<u>Legal</u>	N/A
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A

Civic and Community Events

Agenda Items: CCE90

Committee: Civic and Community Events

Title: PHOTO COMPETITION REPORT

Date: 8/10/20

Report Author's: Matt Gunn

Summary of Recommended actions

To decide whether to go ahead with printing the calendar or not.

Introduction

At the last Civic and Events committee meeting on Tuesday 18th August 2020 the Committee agreed to allow the Marketing Assistant to create a Peacehaven calendar competition in aid of the Mayor's Charities.

Background

The competition has been published on our Website and has been frequently posted onto our various social media accounts. The Calendar competition has also been advertised in the Peacehaven Directory where we were kindly allocated a full-page poster for October.

The Competition so far has had over 50 entries from around 10 participants.

So far some of the entries have been fantastic, unfortunately at the present moment there hasn't been enough good pictures to make a complete calendar.

Analysis

By discussion and review the committee should decide whether they wish to go ahead with printing the calendar.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	Cost of printing-
<u>Legal</u>	Copyright of photos
<u>Environmental and sustainability</u>	Printing/Delivery of the Calendar's will have an impact on the environment.
<u>Crime and disorder</u>	N/A

CIVIC & COMMUNITY EVENTS COMMITTEE

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Civic Events							
4348 Civic Gifts	0	200	200		200	0.0%	
4349 Civic Training	(17)	500	517		517	(3.4%)	
4350 Town Twinning	0	1,200	1,200		1,200	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	(17)	2,400	2,417	0	2,417	(0.7%)	0
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Mayor's Reception	0	1,250	1,250		1,250	0.0%	
4335 Civic Expenses	35	0	(35)		(35)	0.0%	
4336 Civic Service	0	250	250		250	0.0%	
4338 Remembrance Services	19	500	482		482	3.7%	
4339 London Bridge	0	250	250		250	0.0%	
Civic Events :- Indirect Expenditure	54	3,750	3,697	0	3,697	1.4%	0
Net Expenditure	(37)	(6,150)	(6,114)				
120 Marketing							
1048 E-News Advertising	60	500	440			12.0%	
1049 Banner Board	624	6,500	5,876			9.6%	
Marketing :- Income	684	7,000	6,316			9.8%	0
4352 Annual Report	0	200	200		200	0.0%	
4353 Banner Board	0	1,000	1,000		1,000	0.0%	
Marketing :- Direct Expenditure	0	1,200	1,200	0	1,200	0.0%	0
4328 Website	0	2,000	2,000		2,000	0.0%	
4329 Advertising	123	1,000	877		877	12.3%	
Marketing :- Indirect Expenditure	123	3,000	2,877	0	2,877	4.1%	0
Net Income over Expenditure	561	2,800	2,239				
Grand Totals:- Income	684	7,000	6,316			9.8%	
Expenditure	160	10,350	10,191	0	10,191	1.5%	
Net Income over Expenditure	525	(3,350)	(3,875)				
Movement to/(from) Gen Reserve	524						

