**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.

1. **CCE70 PUBLIC QUESTIONS**

No Questions

1. **CCE71 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Cllr Seabrook substituted for Cllr Symonds

Cllr Lyn Mills- Absent

Cllr Alan Milliner- Absent

1. **CCE72 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

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

1. **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\***

1. **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.

1. **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 there 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 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\***

1. **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.

1. **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

1. **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

1. **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\***