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## **PEACEHAVEN TOWN COUNCIL**

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN

### **Minutes of the meeting of the Civic & Events Committee held in Community House, Meridian Centre at 19:30 on Tuesday 14<sup>th</sup> July 2020**

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

**Attendance:** Alison Standing- Peacehaven Horticultural Society

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

#### **1. CCE62 CHAIRMAN'S ANNOUNCEMENTS**

The Chair, Cllr Duhigg welcomed the committee to the meeting.

The Chair asked for the Civic and Marketing Officer to inform the committee about the new fundraising initiatives.

The Civic and Marketing Officer confirmed that the Mayor has set up a new 5000 tin/jar challenge, the Mayor will be challenging residents to donate as many tins and jars as possible to donate to his chosen charity which is the SCDA Food Bank.

The Civic and Marketing Officer confirmed that the Mayor has set up another initiative, which he will be participating in. The Mayor would like to challenge residents to join him by walking/running/cycling 5k and donations can be made via our Go-FundMe Page with the funds going to his chosen charity.

#### **2. CCE63 PUBLIC QUESTIONS**

There were no public questions

#### **3. CCE64 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Cllr Cheta - Another Meeting

Cllr Milliner & Cllr Goble – Absent

#### **4. CCE65 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Veck declared an interest as she is a hirer of the café in Community House.

Cllr Paul declared an interest as she is also a hirer of the café in Community House.

#### **5. CCE66 TO ADOPT THE MINUTES OF 9<sup>th</sup> JUNE 2020**

It was resolved to adopt the minutes of the 9<sup>th</sup> June 2020 as a true and accurate record.

**Proposed** Cllr Veck

**Seconded** Cllr Hill

All in favour

The Civic and Marketing Officer gave an update on item **CCE53 Civic Events – “VJ Day Event”** which was discussed at the last meeting on the 9<sup>th</sup> June.

Mrs. Donovan advised that the RBL had been informed by their HO that they should arrange a small service for V J Day which should not exceed 30 participants of which the council had been invited.

Mrs. Donovan said that she was happy to hand over the event she had already organised to the RBL so long as they follow the COVID guidelines.

The Civic Officer will respond to the British Legion and confirm attendance.

#### **6. CCE67 TO RECEIVE AND DISCUSS THE MEETING NOTES TAKEN AT THE COMMUNITY WORKING PARTY MEETING ON WEDNESDAY 17<sup>TH</sup> JUNE**

It was agreed to reinstate car boot sales throughout August and September, at The Dell starting on Saturday 1<sup>st</sup> August – hiring will be at a temporarily reduced rate of £50. The first car boot will be organised by the Mayor, Cllr Cheta. All profits will be donated to the Mayors Charity, Seahaven Food Bank.

\* Layout plan will be created to ensure sellers/buyers are all kept safe

\* Stall money to be given in the correct change once cars settled, to reduce contact.

\* Request that cars not to queue at the Dell Roundabout. It will be open at 8am for sellers. 9am for buyers.

**Proposed Cllr Hill**

**Seconded Cllr Paul**

All in favour

Other items discussed and agreed

- It was agreed that there is no need to organise another Civic & Events Community WP at this time. There are currently no items for discussion.
- It was also confirmed that there are no plans to hold car boots at The Big Park as the football pitches have recently had money spent on top dressing and vehicles will cause further damage.
- It was confirmed by the Civic Officer that no events are currently being planned for December, due to the current restrictions and locations available for the winter months. If restrictions ease over the next couple of months the Next meeting on 20<sup>th</sup> October will be brought forward to September to organise an event for Christmas.

#### **7. CCE68 TO CONFIRM THE DATE OF THE NEXT MEETING**

The Next Civic & Events Committee meeting will take place on the 20<sup>th</sup> October 2020

**\*Meeting Ended at 20:14**





## ROOM HIRE AT COMMUNITY HOUSE

I WOULD ALSO LIKE TO ASK IF WE COULD START SOME ROOM HIRES UP AS WE ARE GETTING HIRERS ASKING IF THEY CAN RETURN (A FEW AT A TIME)

ALL HIRES MUST PRODUCE A RISK ASSESSMENT BEFORE RETURNING TO OUR BUILDING AND ROOMS WILL HAVE A NEW MAXIMUM OCCUPANCY LEVEL AS PART OF THIS.

THIS CAN BE MONITORED AND IF PROBLEMS ARISE THEN WE CAN ADDRESS THEM

MOST OF OUR HIRERS HAVE SAID THAT THEY WILL RETURN IN THE NEW YEAR IF IT IS SAFE TO DO SO OR ON GOVERNMENT SAY SO

- - - - -

THE CHURCH ON A SATURDAY NIGHT (ANZAC ROOM WEEKLY) HAVE ASKED IF THEY COULD COME BACK IN SEPTEMBER, THIS COULD PROVE TO BE A PROBLEM WITH STAFFING ISSUES, IF YOU DO AGREE FOR THEM TO COME BACK PLEASE CAN WE DO THIS ON A 3 MONTH TRIAL AS WE WILL NEED TO PUT THEM INTO THE MAIN HALL INSTEAD OF THE ANZAC ROOM. THIS WILL STILL LIMIT THE AMOUNT OF CONGREGATION THAT CAN BE ALLOWED TO ATTEND

IF LARGER EVENTS /MEETINGS DO START TO RETURN IN THE NEW YEAR THEN WE WILL NOT BE ABLE TO PUT THESE EVENTS ON IN THE HALL AS THE CHURCH WILL BE IN THERE.

A RISK ASSESSMENT IS STILL WAITING TO BE OBTAINED FROM THEM

## THE HUB IS SLOWLY BEING OPENED

MONDAY TO FRIDAY MORNINGS IS BEING USED BY THE NURSERY WITH NO PROBLEMS, SCHOOL HOLIDAY NOW WILL RETURN IN SEPTEMBER

WE HAVE TWO MORE HIRERS STARTING TO USE THE HUB ON DIFFERENT NIGHTS SO WE WILL MONITOR THIS FOR A MONTH BEFORE STARTING TO LET OTHER HIRERS BACK

BOTH HIRES HAVE PRODUCE RISK ASSESSMENTS

## CAR BOOTS

THE MAYOR HAD A VERY SUCCESSFUL BOOTSALE, HE WAS REALLY PLEASED WITH THE AMOUNT OF MONEY HE RAISED AND WILL HOLDING ANOTHER ONE ON AUGUST 22ND

BOB PARKES AND TRACEY PICKETT WILL BE STARTING TO DO A WEEKLY CARBOOT AT THE DELL FROM NOW UNTIL THE END OF SEPTEMBER, ALL BEING WELL WITH THE WEATHER, THIS IS SHOULD BE A GREAT SUCCESS AND WILL BRING IN £70.00 A WEEK TO THE COUNCIL.

## COMMUNITY HOUSE    OPENING UP

### **COUNCILLORS ARE ASKED TO DECIDE**

- 1. SHOULD MARKETS BE ALLOWED TO RESTART IN COMMUNITY HOUSE?**
- 2. CAN ROOM HIRERS RETURN TO COMMUNITY HOUSE?**
- 3. SHOULD THE CHURCH BE ALLOWED TO HIRE THE MAIN HALL ON A SATURDAY NIGHT ON A TRIAL BASIS FOR 3 MONTHS?**

### **COUNCILLORS ARE ALSO ASKED TO NOTE THE FOLLOWING**

- 4. THE HUB ROOM HIRE HAS RESTARTED.**
- 5. THE BOOT SALES HAVE BEEN BOOKED UNTIL THE END OF SEPTEMBER.**

## **MARKETS**

AS YOU ARE AWARE, ROY ELMER IS NO LONGER DOING THE MARKETS IN COMMUNITY HOUSE TUESDAYS, THURSDAYS, AND FRIDAYS DUE TO MOVING ABROAD.

WENDY VECK AND TRACEY PICKETT HAVE OFFERED TO TAKE OVER THE THURSDAY AND FRIDAY MORNING MARKETS AND ARE HOPING TO HAVE THE FIRST ONE ON FRIDAY 21<sup>ST</sup> AUGUST AND THE FIRST THURSDAY ONE ON THE 3<sup>RD</sup> SEPTEMBER.

MICHAEL AND I HAVE HAD AN ON SITE MEETING WITH THEM AND HAVE ARRANGED THE TABLES FOR THE SAFETY OF THE STALL HOLDERS AND VISITORS.

A FULL RISK ASSESSMENT HAS BEEN GIVEN IN FROM WENDY FOR BOTH MARKETS.

I FEEL THIS IS A GOOD START FOR THE COMMUNITY HOUSE LOOKING TO REOPEN AFTER THE LOCKDOWN LETTING RESIDENTS EASE BACK INTO GATHERINGS WITHIN THE COMMUNITY.

COMMUNITY HOUSE COVID 19 RISK ASSESSMENT IS CURRENTLY BEING WORKED ON AND THINGS WILL BE IN PLACE FOR VISITORS TO RETURN SAFELY INTO THE BUILDING

WE CAN KEEP MONITORING THE SITUATION EACH WEEK

I HAVE REDUCED THE COST TO £40.00 INSTEAD OF £58.08 DUE TO THERE BEING LESS STALLS, NO COFFEE MORNINGS AND THE FOOTFALL MAY TAKE TIME TO RETURN, THIS SHOULD BE REVIEWED AT CHRISTMAS.

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## DETAILS OF THE COMMUNITY HOUSE INDOOR MARKET

### Contact details:

THURSDAYS: WENDY 07883 611677

FRIDAYS: TRACEY 07760 257522

Opening hours are 9.00 – 12.00. Set up is from 8.00 (Thurs) 7.30 (Fri) meeting outside Community House.

The full address is:

Community House, The Meridian Centre, Peacehaven. BN10 8BB

The aim is to provide a reasonably priced local indoor market for the community promoting local stallholders and community groups.

The stall prices are £7 for single 6ft table. Larger stalls available on request. We provide chairs. Payments to be made on the day in cash.

**Food sellers should have all the relevant certificates and comply with food hygiene regulations AT ALL TIMES. Please bring your food rating certificate and display it on your table.**

Parking is free in the rear car park.

### Booking conditions state:

No rubbish to be left behind

No goods to be left on the premises.

If you don't turn up - We can't promise a table in the future

No naked flames

Damage to the fabric of the building will be charged for

Please respect your fellow stall holders ensuring you only use the space allocated to you

No second-hand electrical goods to be sold or used without an up to date PAT test

All goods sold should be of sound condition and be legally sellable

Hirers should comply with any additional centre rules available in the office

No knives or alcohol to be sold

Stallholders are always required to act within the law regarding sale of goods

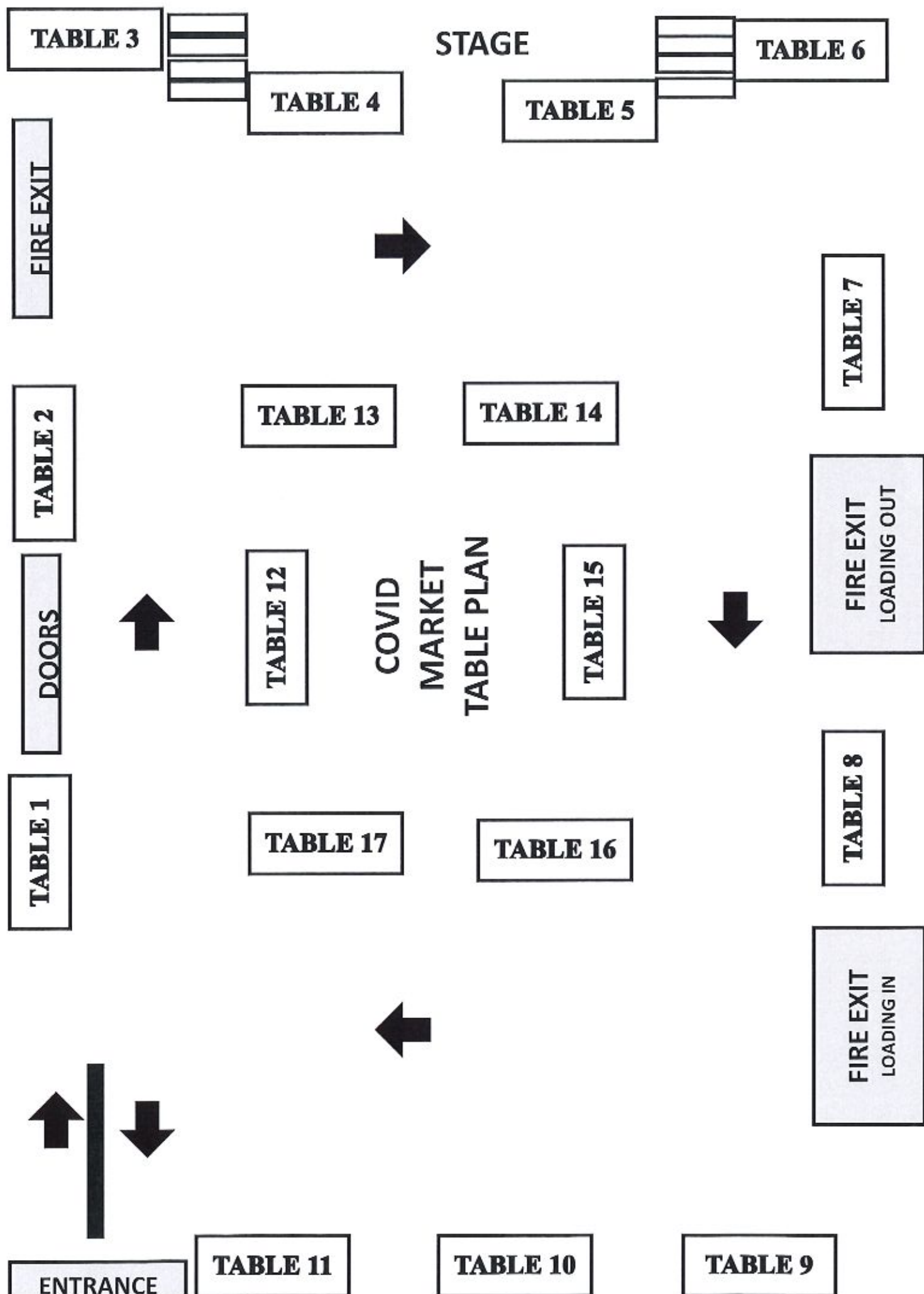
The above conditions can be changed at any time to enhance the market experience

We ask that you turn up no later than 8.45 and stay until the end. If you pack up early, it reflects on the market and other stallholders takings. **A cancellation fee will be charged if you have booked at stall and cancel giving less than 24hrs notice.**

**IN THESE DIFFICULT TIMES WE HAVE A FEW COVID MEASURES IN PLACE. PLEASE READ OUR COVID LEAFLET IN FULL.**









| RISK                     | WHO IS AT RISK?     | EXISTING CONTROL MEASURES  | RISK RATING | PREVENTATIVE MEASURES   | RESPONSIBILITY  |
|--------------------------|---------------------|--|-------------|---|---|
| SLIP/TRIP FALL           | PUBLIC STALLHOLDERS | WET FLOOR SIGNS AVAILABLE. STALLHOLDERS KEEP GOODS UNDER TABLES. AWARENESS OF LONG CLOTHS. WALKWAYS KEPT CLEAR (MIN 3 METRE) ACCIDENT BOOK IN OFFICE | MED/HIGH    | USE SIGNAGE IF WET. INSPECT STALLS AT REGULAR INTERVALS. AWARENESS TRAINING FOR STALLHOLDERS.   | CARETAKER STALLHOLDERS MARKET MANAGER(SELF)                   |
| FIRE/EVACUATION          | EVERYONE            | NO NAKED FLAMES ALLOWED ON STALLS. NO SMOKING IN CENTRE FIREMARSHALS AVAILABLE EVACUATION PLAN IN PLACE WEEKLY FIRE ALARM TEST                       | MED/LOW     | FIRE EVACUATION PLAN READILY AVAILABLE VERBALLY EXPLAINED AT START. INFO SHEET HANDED OUT TO ALL STALLHOLDERS BEFORE COMMENCEMENT. FIRE EXITS TO BE CHECKED FOR ACCESS PRIOR TO OPENING. VIGILANCE! | MARKET MANAGER STALLHOLDERS CARETAKER CENTRE MANAGEMENT       |
| THEFT                    | EVERYONE            | NO BAGS IN VIEW VIGILANCE  | MED         |   | EVERYONE  |
| FALLING BUNTING          | MARKET MANAGER      | PUT UP SECURELY IN A QUIET PERIOD BEFORE MARKET STARTS   | LOW         | TO BE PUT UP BY MARKET MANAGER AND ASSISTANT ACCORDING TO METHOD STATEMENT WHO WILL REGULARLY CHECK FIXINGS AND HEIGHT.   | MARKET MANAGER/ ASSISTANT NB: NOTHING TO BE FIXED TO BUILDING |
| COLLAPSING TABLES/STALLS | EVERYONE            | MARKET MANAGER TO CHECK FOR OVERLOADING AND STABILITY  | MED         | CONSTANT MONITORING BY MARKET MANAGER. AWARENESS TRAINING FOR STALLHOLDERS.   | STALLHOLDERS/MARKET MANAGER CARETAKER                         |
| ASSAULTS                 | EVERYONE            | MARKET MANAGER TO MONITOR ALL VISITORS   | LOW         | STALLHOLDERS TO REPORT TO MARKET MANAGER IN FIRST INSTANCE.   | MARKET MANAGER  |
| MEDICAL EMERGENCY        | EVERYONE            | FIRST AIDERS AVAILABLE. REPORTING PROCEDURE LAID OUT IN TERMS AND CONDITIONS FOR STALLHOLDERS  | MED         | ALL STALLHOLDERS ARE ADVISED TO REPORT ALL EMERGENCIES TO MARKET MANAGER. FIRST AID BOX AVAILABLE IN OFFICE   | MARKET MANAGER/DESIGNATED FIRST AIDER CARETAKER               |





**THIS RISK ASSESSMENT WAS COMPLETED: AUG 2020      UPDATED:      UPDATED:**

### **SPECIAL NOTES REGARDING FOOD SELLERS:**

- OUR RECORDS TO BE KEPT UP TO DATE (6 MONTHLY REVIEW)
- MARKET MANAGER TO MONITOR DURING EVENT
- ALL RELEVANT DOCUMENTATION MUST BE ON DISPLAY
  - UP TO DATE FOOD RATING
  - INSURANCE
  - HYGIENE CERTIFICATE
  - COMPANY NAME
  - CONTACT DETAILS
- ALL FOOD MUST BE COVERED
- TEMP CONTROLS MUST BE ADHERED TO IN ACCORDANCE WITH LATEST ADVICE
- FOOD SELLERS MUST COMPLY WITH ALL CURRENT LEGISLATION
- ADVISE SHEET GIVEN OUT PRIOR TO EVENT
- CHECKS TO BE MADE PRIOR TO TRADING TO CONFIRM IDENTITY AND LEGAL ABILITY TO TRADE.

ALL TRADERS HAVE TO READ AND CONFIRM UNDERSTANDING OF OUR CURRENT TERMS AND CONDITIONS PRIOR TO BOOKING. THESE ARE REGULARLY UPDATED. WE FULLY COMPLY WITH THE DATA PROTECTION ACT; A FULL VERSION IS AVAILABLE ON REQUEST.

OUR RECORDS ARE UPDATED ANNUALLY. THESE INCLUDE OUR TERMS AND CONDITIONS, FOOD SELLERS CHECKS AND INSURANCE CHECKS. OUR RISK ASSESSMENTS/METHOD STATEMENTS ARE DYNAMIC AND ARE REGULARLY UPDATED AS AND WHEN NEEDED, MINIMUM ANNUALLY.

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## COVID SPECIFIC RISK ASSEMENT

| <u>RISK</u>                          | <u>WHO IS AT RISK</u> | <u>RATING</u> | <u>EXISTING CONTROL MEASURES</u>                                      | <u>PREVENTATIVE CONTROL MEASURES</u>                           | <u>WHO IS RESPONSIBLE</u>                   |
|--------------------------------------|-----------------------|---------------|---|--|---|
| TOILET CONTAMINATION                 | EVERYONE IN BUILDING  | HIGH          | CARETAKER TO CLEAN REGULARLY  | REGULAR TOILET CHECKS. SANITIZER AVAILABLE.                    | CARETAKER                                   |
| CONTAMINATION FROM TABLES AND CHAIRS | EVERYONE              | HIGH          | CARETAKER TO ENSURE ALL TABLES AND CHAIRS ARE SANITIZED PRIOR TO USE. | STALLHOLDERS TO WIPE/SANITISE ALL TABLES AND CHAIRS AFTER USE. | STALLHOLDERS<br>MARKET MANAGER<br>CARETAKER |
| COUGHING AND SNEEZING                | EVERYONE              | HIGH          | ALL STALLHOLDERS ADVISED TO WEAR MASKS.                               | PUBLIC MUST WEAR A MASK WHILST IN THE CENTRE                   | EVERYONE                                    |





| RISK                         | WHO IS AT0<br>RISK? | EXISTING CONTROL<br>MEASURES   | RISK<br>RATING | PREVENTATIVE<br>MEASURES  | RESPONSIBILITY  |
|------------------------------|---------------------|--|----------------|---|---|
| PUBLIC CROSS<br>CONAMINATION | EVERYONE            | <ul style="list-style-type: none"> <li>ONE WAY SYSTEM IN PLACE</li> <li>LIMITING NUMBERS IN VENUE</li> <li>NO MORE THAN TWO STALLHOLDERS PER STALL</li> <li>COVID SAFE LETTER TO ALL STALLHOLDERS PRIOR TO BOOKING</li> <li>PUBLIC TO WEAR MASKS</li> <li>STALLHOLDERS ADVISED TO WEAR MASK</li> <li>HAND SANITIZER AVAILABLE ON ENTRY AND ON ALL STALLS</li> <li>WE WILL BE OPERATING A 2 MTR DISTANCE RULE</li> <li>ALL TOUCH POINTS TO BE REGULARLY SANITIZED</li> <li>NOTE ON ALL STALLS ADVISING NOT TO TOUCH STOCK, RESPECT DISTANCING MEASURES AND TO USE SANITIZER PROVIDED</li> </ul> | HIGH           | <ul style="list-style-type: none"> <li>MARKET MANAGER TO MONITOR ENTRANCE, CONTROL NUMBERS, OFFER HAND SANITIZER AND ADVISE REGARDING MASK WEARING</li> <li>TRACK AND TRACE ON ENTRY – TELEPHONE NUMBERS OF VISITORS TO BE SAVED FOR 21 DAYS.</li> <li>MARKET MANAGER TO ADVISE REGULAR HANDWASHING</li> <li>LETTER TO GO OUT TO ALL STALLHOLDERS PRIOR TO EVENT SETTING OUT COVID MEASURES</li> <li>ALL STALLHOLDERS TO BRING HANDSANITIZER</li> </ul> | STALLHOLDERS<br>MARKET MANAGER(SELF)<br>VISITORS<br>CARETAKER |



## **COVID INFORMATION FOR STALLHOLDERS:**

**IN THESE DIFFICULT TIMES WE HAVE PUT IN SOME EXTRA SAFETY MEASURES:**

**IF YOU ARE DISPLAYING SYMPTOMS OF COVID PLEASE DO NOT ATTEND THE MARKET.**

- THERE WILL BE A ONEWAY SYSTEM OPERATING IN THE MARKET WHEN WE OPEN
- WE WILL BE TAKING THE TELEPHONE NUMBERS OF EVERYONE ENTERING THE MARKET FOR TRACK AND TRACE PURPOSES
- ONLY 6 PEOPLE/HOUSEHOLDS WILL BE IN THE MARKET AT ONCE
- THE FIRE EXIT DOORS WILL BE LABELLED IN/OUT DURING LOADING PERIODS TO AID SOCIAL DISTANCING
- THE CAFÉ WILL NOT BE OPEN UNTIL NEXT YEAR
- WE ASK THAT YOU BRING HAND SANITISER AND PUT IT ON YOUR TABLE FOR CUSTOMERS USE
- WE WILL SUPPLY A NOTICE FOR YOU TO DISPLAY ON YOUR TABLE ASKING TO RESPECT SOCIAL DISTANCING, NOT TO HANDLE GOODS AND USE HAND GEL PROVIDED.
- PLEASE TAKE YOUR RUBBISH HOME
- PLEASE BRING ANTI BACTERIAL WIPES TO WIPE YOUR TABLE AND CHAIR(S) BEFORE YOU LEAVE
- PLEASE REMEMBER THE 2 METRE RULE AT ALL TIMES.
- CUSTOMERS MUST WEAR A MASK WHEN INSIDE THE CENTRE
- STALLHOLDERS ARE ADVISED TO WEAR A MASK WHILE WORKING

**THIS ADVISE MAY CHANGE ACCORDING TO GOVERNMENT GUIDELINES**





# POLITE NOTICE

FOR YOUR SAFETY AND THAT  
OF OUR STALLHOLDERS:

PLEASE USE THE HAND SANITIZER  
PROVIDED

PLEASE GIVE OUR STALLHOLDERS  
SOME SPACE AND RESPECT SOCIAL  
DISTANCING

PLEASE DO NOT HANDLE GOODS  
UNLESS YOU INTEND TO BUY



**ALL CUSTOMERS MUST PROVIDE A VALID PHONE NUMBER TO ENTER THE MARKET – MAX 6 CUSTOMERS/HOUSEHOLDS INSIDE AT ANY TIME.**

| NAME | PHONE NUMBER | TIME |
|------|--------------|------|
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**YOUR DETAILS WILL BE HELD BY THE COUNCIL FOR 21 DAYS AS PER GOVERNMENT GUIDELINES AND THEN DESTROYED. THESE DETAILS WILL NOT BE SHARED UNLESS NEEDED FOR TRACK AND TRACE PURPOSES. FOR FURTHER DETAILS CONTACT THE INFORMATION OFFICER IN COMMUNITY HOUSE.**

**DATED:..... SIGNED/CHECKED BY:.....**





# **COMMUNITY HOUSE INDOOR MARKET**

THE MERIDIAN CENTRE, PEACEHAVEN

## **WE'RE BACK!**

(BUT NOT AS YOU KNOW IT)

### **EVERY THURSDAY AND FRIDAY**

**9AM – 12.00**

**UNDER NEW MANAGEMENT**

**THURSDAYS – OPENING 3<sup>RD</sup> SEPT – TEL: WENDY 07883 611677**

**FRIDAYS – OPENING 21<sup>ST</sup> AUGUST – TEL: TRACEY 07760 257522**

COVID RESTRICTIONS APPLY. THERE WILL BE NO CAFÉ AT PRESENT



## **HUB USERS RISK ASSESSMENTS**



## Covid risk assessment

Organisation name: Peacehaven Martial Arts

Assessment carried out by: Jodie Gregson

Date of next review: Weekly / ongoing

Date assessment was carried out: 30/07/2020

| What are the hazards? | Who might be harmed and how?                           | What are you doing to control the risks?   | What further action do you need to take to control the risks?  | Who needs to carry out the action?                           | When is the action needed by?           | Done |
|-----------------------|--|--|--|--|---|------|
| Covid Virus           | Instructor, students, general public, passing of virus | To keep up to date with general information and government guidance from the appropriate sources and implement any measures that will contribute to achieving Covid safe outdoor classes | Constantly review guidance and sources of information and review this risk assessment and methods as new information is available  | Chief instructor, volunteers, all students, all stakeholders | Ongoing / constantly reviewed           |      |
|                       |  | Pre class procedures   | <ul style="list-style-type: none"> <li>Any Student or Instructor must always follow covid government guidelines with respect to self isolation if they or their</li> </ul> | Chief instructor, volunteers, all students, all stakeholders | Ongoing / constantly reviewed / checked |      |

Wednesday eve  
Saturday morn





| What are the hazards? | Who might be harmed and how? | What are you doing to control the risks? | What further action do you need to take to control the risks?  | Who needs to carry out the action?                           | When is the action needed by?    | Done |
|-----------------------|------------------------------|--|--|--|----------------------------------|------|
|                       |                              |  | <ul style="list-style-type: none"> <li>Open doors and windows to ensure area is well ventilated</li> </ul>   |  |                                  |      |
|                       |                              | General class procedures -               | <ul style="list-style-type: none"> <li>Implement one way system suitable to space utilised</li> <li>Encourage students to use hand sanitiser before class and after class</li> <li>Remind students to keep water bottles by the side and to stay on their marked area.</li> <li>Do not arrive too early</li> <li>No parents to stay and watch</li> <li>Adapt classes so no equipment is used and no partnered / contact exercises</li> </ul> | Chief instructor, volunteers, all students, all stakeholders | Just prior / during each session |      |



| What are the hazards? | Who might be harmed and how? | What are you doing to control the risks? | What further action do you need to take to control the risks?  | Who needs to carry out the action?     | When is the action needed by? | Done |
|-----------------------|------------------------------|--|--|--|-------------------------------|------|
|                       |                              | Post class procedures -                  | <ul style="list-style-type: none"> <li>Students to leave as directed being considerate of all stakeholders and members of the public</li> <li>Instructor / volunteers to clean and disinfect cones, pack away first aid kit etc to ensure ready for next use</li> <li>Ensure area is clean and tidy</li> </ul> | Chief instructor, volunteers, students | End of each session           |      |



| What are the hazards? | Who might be harmed and how? | What are you doing to control the risks? | What further action do you need to take to control the risks?  | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|--|--|------------------------------------|-------------------------------|------|
|                       |                              |  | <p>household display any symptoms.</p> <ul style="list-style-type: none"> <li>• Limit class sizes to current government guidelines</li> <li>• Email all participants to remind them of the rules and provide clear instructions</li> <li>• Organise payment for classes beforehand to minimise contact</li> <li>• Check supply of hand sanitiser / disinfectant</li> <li>• Ensure first aid kit is to hand with additional face masks and gloves.</li> </ul> |                                    |                               |      |
|                       |                              | General space / environment procedures - | <ul style="list-style-type: none"> <li>• Secure location to ensure area is clear and one way system can be operational</li> <li>• Clean and disinfect cones</li> <li>• Layout cones measuring 2 metres min,</li> <li>• Put out hand sanitiser</li> </ul>   | Chief instructor, volunteers       | Prior to each session         |      |





# RISK ASSESSMENT AT THE HUB

WE THE HIRERS MEDMERRY DOG CLUB  
UNDERTAKE THE FOLLOWING PRECAUTIONS:

- 1) ALL PEOPLE ENTERING THE HALL FILL IN OUR REGISTRATION FORM (TRACK N TRACE)
- 2) WE WILL PROVIDE HAND SANITISER AND MASKS IF REQUIRED
- 3) WE WILL RESTRICT TO SIX PEOPLE IN EACH CLASS WITH 5 METRES SOCIAL DISTANCING
- 4) WE WILL SANITISE ANY EQUIPMENT AND WORK SURFACES USED
- 5) WE WILL OPEN WINDOWS AND DOORS TO VENTILATE THE HALL
- 6) WE WILL SANITISE TOILETS IF USED
- 7) WE WILL UNDERTAKE EVER PRECAUTION FOR THE SAFETY OF OUR MEMBERS.

Monday  
Tuesday  
~~Wednesday~~  
Thursday

} EVE.



## REVIEW OF BUDGETED INCOME AND EXPENDITURE



|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <b>110 Civic Events</b>                     |                        |                       |                          |                          |                    |             |                         |
| 4348 Civic Gifts                            | 0                      | 200                   | 200                      |                          | 200                | 0.0%        |                         |
| 4349 Civic Training                         | 0                      | 500                   | 500                      |                          | 500                | 0.0%        |                         |
| 4350 Town Twinning                          | 0                      | 1,200                 | 1,200                    |                          | 1,200              | 0.0%        |                         |
| 4351 Youth Mayor                            | 0                      | 500                   | 500                      |                          | 500                | 0.0%        |                         |
| <b>Civic Events :- Direct Expenditure</b>   | <b>0</b>               | <b>2,400</b>          | <b>2,400</b>             | <b>0</b>                 | <b>2,400</b>       | <b>0.0%</b> | <b>0</b>                |
| 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%        |                         |
| 4336 Civic Service                          | 0                      | 250                   | 250                      |                          | 250                | 0.0%        |                         |
| 4338 Remembrance Services                   | 0                      | 500                   | 500                      |                          | 500                | 0.0%        |                         |
| 4339 London Bridge                          | 0                      | 250                   | 250                      |                          | 250                | 0.0%        |                         |
| <b>Civic Events :- Indirect Expenditure</b> | <b>0</b>               | <b>3,750</b>          | <b>3,750</b>             | <b>0</b>                 | <b>3,750</b>       | <b>0.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>0</b>               | <b>(6,150)</b>        | <b>(6,150)</b>           |                          |                    |             |                         |
| <b>120 Marketing</b>                        |                        |                       |                          |                          |                    |             |                         |
| 1048 E-News Advertising                     | 60                     | 500                   | 440                      |                          |                    | 12.0%       |                         |
| 1049 Banner Board                           | 150                    | 6,500                 | 6,350                    |                          |                    | 2.3%        |                         |
| <b>Marketing :- Income</b>                  | <b>210</b>             | <b>7,000</b>          | <b>6,790</b>             |                          |                    | <b>3.0%</b> | <b>0</b>                |
| 4352 Annual Report                          | 0                      | 200                   | 200                      |                          | 200                | 0.0%        |                         |
| 4353 Banner Board                           | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| <b>Marketing :- Direct Expenditure</b>      | <b>0</b>               | <b>1,200</b>          | <b>1,200</b>             | <b>0</b>                 | <b>1,200</b>       | <b>0.0%</b> | <b>0</b>                |
| 4328 Website                                | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%        |                         |
| 4329 Advertising                            | 123                    | 1,000                 | 877                      |                          | 877                | 12.3%       |                         |
| <b>Marketing :- Indirect Expenditure</b>    | <b>123</b>             | <b>3,000</b>          | <b>2,877</b>             | <b>0</b>                 | <b>2,877</b>       | <b>4.1%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>          | <b>87</b>              | <b>2,800</b>          | <b>2,713</b>             |                          |                    |             |                         |
| <b>Grand Totals:- Income</b>                | <b>210</b>             | <b>7,000</b>          | <b>6,790</b>             |                          |                    | <b>3.0%</b> |                         |
| <b>Expenditure</b>                          | <b>123</b>             | <b>10,350</b>         | <b>10,227</b>            | <b>0</b>                 | <b>10,227</b>      | <b>1.2%</b> |                         |
| <b>Net Income over Expenditure</b>          | <b>87</b>              | <b>(3,350)</b>        | <b>(3,437)</b>           |                          |                    |             |                         |
| <b>Movement to/(from) Gen Reserve</b>       | <b>87</b>              |                       |                          |                          |                    |             |                         |





Agenda Items: CCE77

Committee: Civic & Community Events

Title: To Create a Peacehaven Calendar Completion in aid of the Mayor's Charities.

Date: 11/8/2020

Report Author's: Matt Gunn

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### **Introduction:**

It has been requested that as a Council we create a charity calendar for 2021 to support the Mayor in his fundraising.

All profits made from selling the calendars will be donated to the SCDA Food Bank.

We would like to invite residents to send in their Bright and Beautiful images of Peacehaven which they have taken throughout the year for a chance to feature in the Calendar.

The competition will be inclusive and open to all ages which will hopefully bring the community closer through the love of photography and our town.

It is essential that we start to advertise the competition as soon as possible to allow us enough time to create a good Calendar.

### **Recommended Timeline-**

Advertise- 19/8/20

Deadline for Entries- 18/10/20

Select 12 best photos (Winners)- 19/10/20

Send images to print- 20/10/20

Start selling Calendars- 1/11/20.

### **Associated Documents-**

- Entry Form
- Terms & Conditions
- Quote from Tansley's printers
- Poster / Advertising



## PEACEHAVEN CALENDAR COMPETITION 2021

Entries are now open for the 2021 Peacehaven Calendar photographic competition.

Peacehaven Town Council would like to invite residents to send in their Bright and Beautiful images of Peacehaven.

|                                      |  |
|--------------------------------------|--|
| <b>Name</b>                          |  |
| <b>Address</b>                       |  |
| <b>Age (if under 16)</b>             |  |
| <b>Contact No.</b>                   |  |
| <b>Email</b>                         |  |
| <b>Method of transferring images</b> |  |
| <b>Amount of photos taken</b>        |  |

## PEACEHAVEN CALENDAR COMPETITION 2021

### TERMS AND CONDITIONS

1. Photographs can be in colour/sepia/black & white
2. All photographs (if emailed/uploaded to us) must be in the highest resolution possible
3. If uploading more than 6MB worth of photos, we suggest you pass them on using a USB, as the transfer time could delay the process
4. All entries should be captioned, with the appropriate information (Location, Date)
5. You may enter as many photos as you wish
6. You can pass photos onto the council by hard copies, email, USB or social media
7. The closing date of the competition will be **18<sup>th</sup> September 2020** to enable the publication on 17<sup>th</sup> October!
8. The winning photographs will go into the PEACEHAVEN CALENDAR 2021
9. The photo must be in its original state and cannot be altered in any way, including but not limited to removing, adding, reversing, or distorting subjects within the frame.
10. Entries will be judged by the Mayor of Peacehaven All decisions are final. The Council reserves the right to disqualify any entry that is deemed inappropriate or does not conform to stated contest rules.
11. Photographers will retain copyright for their photos, however if Peacehaven Town Council wish to use them for promotion, they have the right to do so. Photographers will be credited appropriately, where possible
12. Submissions will not be accepted once the deadline lapses.
13. The contest is void where prohibited or restricted by law.

## RE: Charity Calendar



Dan Tansley <dan@tansleysprinters.co.uk>  
To: Marketing Assistant  
Cc: Josh Tansley

Reply Reply All

Tue

You replied to this message on 11/08/2020 10:58.

Hi Matt,

As discussed, I am happy to enclose the following quote.

3 Wall Calendars.  
Printed full colour throughout.  
Printed on 200 gsm Silk, with White Printed backing board  
4 sheets total – All single sided (Backing Board facing out)  
Viro Bind with hanging loop at head  
Printed using our standard base Months – all images must be Landscape and 300DPI min

295 + Vat  
These should retail at around £8)

QUOTE IS BASED  
ON 100  
CALANDERS

Kind Regards  
Dan Tansley

**TANSLEYS**  
**PRINTERS** LIMITED

T: 01323 891019  
E: dan@tansleysprinters.co.uk  
M: 07525 378134  
www.tansleysprinters.co.uk

19 Broad Street  
Seaford  
East Sussex  
BN25 1LS

BNI



## RE: Charity Calendar



Dan Tansley <dan@tansleysprinters.co.uk>  
To: Marketing Assistant  
Cc: Josh Tansley

Hi Matt,

An A4 version, same spec, would be £235 for 100

Kind Regards  
Dan Tansley

**TANSLEYS**  
**PRINTERS** LIMITED

T: 01323 891019  
E: dan@tansleysprinters.co.uk  
M: 07525 378134  
www.tansleysprinters.co.uk

19 Broad Street  
Seaford  
East Sussex  
BN25 1LS

BNI







# PEACEHAVEN CALENDAR COMPETITION 2021

ENTRIES ARE NOW OPEN FOR THE 2021 PEACEHAVEN  
CALENDAR PHOTOGRAPHIC COMPETITION.

PEACEHAVEN TOWN COUNCIL WOULD LIKE TO INVITE  
RESIDENTS TO SEND IN THEIR BRIGHT AND BEAUTIFUL  
IMAGES OF PEACEHAVEN.

## DEADLINE 18TH OCTOBER

TO ENTER THE COMPETITION PLEASE EMAIL  
[MARKETINGASSISTANT@PEACEHAVENTOWNCOUNCIL.GOV.UK](mailto:MARKETINGASSISTANT@PEACEHAVENTOWNCOUNCIL.GOV.UK)  
OR CALL 01273 585493

