



PEACEHAVEN TOWN COUNCIL

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Draft Minutes of the meeting of the Civic & Events Committee held via Zoom at 7.30pm on Tuesday 19th January 2021

Present: Cllr L Duhigg, Cllr Hill, Cllr D Paul, Cllr L Mills, Cllr A Milliner, Cllr L Symonds, Cllr E Simmons

Officers: Deborah Donovan - Civic & Communications Officer, Karen Bray- Information Officer, Victoria Onis - Admin & Support Officer, Marketing Assistant - Matt Gunn, Michelle Edser – SPO

Public: Tracey Pickett – Market hirer.

1. CCE94 CHAIRMAN'S ANNOUNCEMENTS

Chair welcomed everyone to the meeting.

2. CCE95 PUBLIC QUESTIONS

Tracey Pickett the current market hirer for Friday's, would like to request that once Covid restrictions have eased and the Markets are safe to run that Bob Pickett and herself be approved to also run the Thursday markets and any other days which are available on a permanent basis in 2021.

The Chair requested that Mrs Pickett put forward her request in writing to the Town Clerk and this will be responded to once discussed offline; there are many issues to consider with current Covid restrictions and other Market hirers.

3. CCE96 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

No apologies received from Cllr Veck and Cllr Goble

4. CCE97 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest

5. CCE98 TO ADOPT THE MINUTES OF 20th OCTOBER 2020

It was resolved to adopt the minutes as a true record.

6. CCE100 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

This item was discussed and there were no relevant issues raised as there was still sufficient money available, however, COVID-19 had affected some income to marketing

7. CCE 101 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT

The SPO updated the Committee, noting that this item will now be on each Committee Agenda, to enable monthly updating and to keep on top of actions. The SPO requested that any comments and ideas for the Action plan should be sent to herself and the Marketing Assistant, who will update the Plan for each committee, to then be reviewed at the Business Development Committee meetings.

8. CCE102 TO DISCUSS FUTURE EVENTS FOR 2021

The Civic Officer, reported to the Committee that the NHS Day will be on the 5th July, this is a National day everyone in the country who will be commemorating the NHS and all key workers. Mrs Donovan would like to work towards organizing an event for this.

It was resolved to work towards creating an Event to commemorate NHS Day.

Proposed Cllr Hill

Seconded Cllr Paul

All in favour

Cllr Hill – Proposed an **Annual Peacehaven Community and Business Award** for individual or groups, which will also be extend to local shops and businesses.

This award would be a thank you to volunteers who work within the community – a single person or group of people to hold the award for a year, names would be inscribed on the award, ideas for an award would be a wooden rose bowl or a plaque.

The proposal for the Annual Peacehaven Community and Business Award was agreed and it was resolved for the Information Officer, to organise a working party to move this forward.

Proposed Cllr Hill

Seconder Cllr Simmons

All in favour.

The Civic Officer updated the Committee on Diary Dates for Events in 2021

- **March International Womens Day** – marked with social media posts
- **April - Virtual Easter Events** – Easter hat competition. Open to all of the community, will be displayed in a unit in the Meridian Centre, launch this competition in March
- **8th May - VE Day**
- **May - Mayor Making**
- **16TH June - Sussex Day** – The Sussex flag will be raised in Meridian Park with a Sussex themed event (if restrictions allow)
- **23rd June - National Writing Day**. Promote this via social media & E-News
- **27th June - Armed forces day.**
- **July – Summer Fair cancelled**
- **July 5th NHS Day** – further details to follow
- **15th August – VJ Day**
- **September** -Note to include a questionnaire in this month's E news for residents to give their ideas for 2022 Events
- **23rd Oct – Wrestling**
- **Oct - Pumpkin Competition** open to all ages
- **November** – Possible Royal British legion 40s event (if restrictions allow)

- **5th Nov – Bonfire night** – advertise on social media for Bonfire night themed pictures to display. Open to all ages.
- **14th Nov - Remembrance Day**
- **10th Dec - Carol Concert**
- **11th Dec - Christmas Market**

The proposed Events were discussed in detail and it was agreed that the ideas will be taken forward to the Working Party

There was a suggestion for Members to help raise the profile of the council using social media was discussed, however this would need to be managed and monitored and adhered to following the media policy.

It was resolved that due to the continuing Covid situation, the Summer Fair will not be organised this year

Proposed Cllr Hill
Seconded Cllr Paul
All in favour.

NB: The Civic and Marketing Officer mentioned that she has submitted a presentation towards the Civic Officers Award to the National Civic Officers Association, the prize would be £500 to the winning council. This award is open to all Civic Officers nationally so there is a lot of competition.

DATE OF NEXT MEETING OF THE COMMITTEE – 30TH March 2021

There being no further business, the meeting closed at 21.00