



PEACEHAVEN TOWN COUNCIL

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Draft Minutes of the meeting of the Civic & Events Committee held at Community House on Tuesday 13th July 2021 at 7.30pm.

Present: Cllr L Duhigg, Cllr W Veck, Cllr L Symonds, Cllr E Simmons, Cllr R White, Cllr G Hill, Cllr D Seabrook, Cllr J Harris
Officers: Deborah Donovan - Civic & Communications Officer, Victoria Onis - Admin & Support Officer,

A G E N D A

1. CCE116 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and made the following announcements: -

- As this meeting has been set out at 2m distance each member & officer has the option to wear their masks. When speaking please stand and use the microphone.
- The COOL Working Party (Coming out of lockdown) met this morning with the Town Clerk. Items discussed were the return to work for Officers and the reopening of Community House and the Hub to hirers. It was resolved that restrictions will be lifted as per Central Governments advice; however, PTC have decided to enforce the continuation to wear masks when entering Community House and the use of sanitisers.
- Our regular hirers will be contacted about specific available return dates. Officers will follow the Hybrid Working Policy.

Cllr. David Seabrook was invited to join the table in a non voting capacity.

2. CCE117 PUBLIC QUESTIONS

There were no public questions.

3. CCE118 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies for absence were received from Cllr Dawn Paul substituted by Cllr Ron White.

4. CCE119 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Veck declared as interest as a hirer of Community House facilities

5. CCE120 TO ELECT A VICE CHAIRMAN OF THE COMMITTEE

Cllr Duhigg nominated Cllr Wendy Veck as Vice Chairman. This was seconded by Cllr Symonds. There were no other nominations. All in favour

6. CCE121 TO ADOPT THE MINUTES OF 30TH MARCH 2021

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

7. CCE122 TO ADDRESS AND CONFIRM THE TERMS OF REFERENCE

It was resolved to adopt the Terms of Reference

8. CCE123 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee noted the report.

9. CCE124 COMMUNITY HOUSE BUSINESS PLAN AND SUGGESTED WORKING PARTY TO TAKE FORWARD

The plan was discussed and noted.

Mrs Donovan spoke of the purpose of the plan. It was confirmed that: -

- The SPO suggested each Committee form an in-house business plan of how we are going to return to the building and if/when we do any alterations to the building.
- The Plan is in its foundation stages, looking at all aspects of Community house, the Officers/staff, rooms, relocating some areas, updating.
- All Councillors and Officers can contribute to this plan and All Chairs of Committees have contributed.
- The Chair has suggested we now have a Working Party to take forward from here and the plan will then be submitted when the Working Party / CC&E Committee feels it is right to do so to the PTC Internal Business Development & Communication Committee.
- It was resolved to continue with the COOL WP (Coming out of lockdown). The WP will continue to meet and slowly move forward with the reopening of Community House following Government guidelines and submit to Full Council when concluded.

10. CCE125 TO DISCUSS THE REQUIREMENT OF THE EXISTING CIVIC AND EVENTS WORKING PARTIES.

1. Events WP

2. History WP

The Town Clerks report 'Review of the Working Parties' was noted and discussed.

- It was noted that the Working Parties do include members of public, who have a wealth of knowledge to help progress Events & Projects.
- Cllr White asked if the History WP would include pre history and that detailed documents are available from Sussex Archaeology. If needed Cllr White has a contact at the Sussex University, who has been a museum curator and would be available for advice.
- Mrs Donovan updated that there will be a walk of the Meridian Line on Thursday 15th July at 10am, meeting at the Meridian Monument. Hilda and Graham Heap who have written several books about the Meridian Line, will be guiding the Group.
- Cllr Duhigg would like to thank Mrs Donovan and her Team for the hard work they have put in this year and looking forward to the planned events in 2022.

Cllr Duhigg **Proposed** that there is an ongoing requirement for the continuation of these Working Parties and both should continue for as long as is needed **Seconded by** Cllr. Hill
All in favour.

11. CCE126 TO CONSIDER A COMBINED FAIR ON 25TH JUNE 2022 WITH ARMED FORCES DAY AT CENTENARY PARK

The report was discussed and ideas shared for this event

Cllr Duhigg **Proposed** that the Events WP look at organising a combined fair on the 25th June 22, this was **Seconded** by Cllr Veck
All in favour

12. CCE127 TO APPROVE THE DRAFT EVENTS POLICY

The Policy was discussed and Mrs Donovan reported that the Policy has been sent to and approved by ESALC.

Cllr Duhigg gave thanks to Mrs Donovan for putting the comprehensive document together at such short notice.

It was resolved to adopt the Draft Events Policy

Proposed Cllr Symonds and **Seconded** by Cllr Veck

All in favour

13. CCE128 TO NOTE TRBL CENTENARY EVENT ON 28TH AUGUST 2021 verbal

The County will be relaying a Torch of Remembrance across both East and West Sussex, stopping at and passing on the torch to various British Legion Branches along the route.

The Beacon will be lit in Peacehaven at 8pm on the 28th August 2021 by The Mayor of Peacehaven,

- Mrs Donovan is currently in talks with RBL and will be organising a Minister for a service, Bugler and Town crier.
- A mobile beacon will be used on this occasion and the location for this Event will be announced shortly.

14. CCE129 QUEENS PLATINUM JUBILEE

Trees will be planted in the town from October 2021- 2022 to mark Her Majesty's Platinum Jubilee.

Mrs Donovan is liaising with the Leisure & Amenities Committee along with the Parks Officer who have vast experience with tree growing and who will advise when the correct time will be to plant the trees.

The Report was discussed and noted and will be referred to the Leisure & Amenities Committee.

15. CCE130 TO PROPOSE A CHRISTMAS MARKET FOR PEACEHAVEN TOWN COUNCIL

Cllr Veck's report was discussed and suggestions given for this Event.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr Hill, to set up a WP specifically to investigate the proposal for a Christmas Event.

16. CCE131 TO AGREE MEETING DATES FOR THE REMAINDER OF THE YEAR.

It was resolved to cancel the Civic & Events Committees in August and November, due to lack of Events because of Covid Restrictions this year. The October Committee will go ahead as planned.

It was also requested that the Committee will meet on the earliest possible date in in 2022. The Admin Officer confirmed this will be the 8th February 2022.

17. Any other business

Mrs Donovan requested permission to bring back Community Bingo. It was agreed that the first date for this Event will be on the afternoon of Wednesday 18th Aug 2021. Details will follow shortly.

Proposed Cllr Hill

Seconded Cllr Harris

All in Favour.

DATE OF NEXT MEETING OF THE COMMITTEE – 5th October 2021

There being no further business, the meeting closed at 21.05