



PEACEHAVEN TOWN COUNCIL

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Draft Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 8th February 2022 at 7.30pm

Present: Cllr L Duhigg, Cllr W Veck, Cllr D Seabrook, Cllr E Simmons, Cllr G Hill, Cllr S Griffiths, Cllr J Harris, Cllr D Paul, Cllr Sanderson

Officers: Deborah Donovan - Civic & Communications Officer, Karen Bray – Information Officer, Victoria Onis – Admin Officer

Public: Four members of the public were present.

A G E N D A

1. CCE150 CHAIRMAN'S ANNOUNCEMENTS

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

- Bingo at Community House on February 9th at 2pm in aid of the Mayor Charities.
- On Tuesday 8th February, The Deputy Mayor, Cllr Hill, planted a Silver birch tree to mark the Queens Platinum Jubilee, Green Canopy project at Centenary Park. Cllr Hill was joined by the headteacher from Peacehaven Community School, including school presidents, Meridian Evening WI representatives, Town Council staff and Councillors.

2. CCE151 PUBLIC QUESTIONS

There were no public questions.

3. CCE152 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies received and accepted from Cllr Symonds who was substituted by Cllr Seabrook.

Cllr Griffiths was invited to join the table in a non-voting capacity.

4. CCE153 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

- Cllr Seabrook as a hirer of the rooms at Community House
- Cllr Veck item as a hirer of the Market and kitchen
- Cllr Griffiths as a hirer of the kitchen for charity coffee mornings
- Cllr Paul as a hirer of the kitchen for charity coffee mornings

5. CCE154 TO ADOPT THE MINUTES OF 5TH OCTOBER 2021

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

6. CCE155 PRESENTATION OF THE ART SHOWCASE FOR THE QUEENS PLATINUM JUBILEE

The Deputy Mayor, Cllr. Gloria Hill, presented the three entrants of the Art Showcase with a copy of the book The Queen and a commemorative medal for the Queens Platinum Jubilee.

7. CCE156 TO DISCUSS AND AGREE THE RECOMMENDATIONS FOR THE QUEENS JUBILEE CELEBRATIONS

Mrs Donovan presented the recommendations to the Committee and requested that these recommended events are agreed to enable to get events under way.

The recommendations were agreed, and it was proposed that that these proposed items will be taken forward at the next Events WP on the 2nd March.

Proposed Cllr Sanderson

Seconded Cllr Harris

All in favour

8. CCE157 TO NOTE THE FEEDBACK FOR THE UPDATES TO THE HIRERS POLICY AND TERMS AND CONDITIONS FOR COMMUNITY HOUSE & THE HUB FACILITY AND TO AGREE FOR THE WORKING PARTY TO MOVE FORWARD.

It was recommended to discuss the changes of the Policy and Terms and conditions for Hire at the Events WP and to remove the PTC water mark on the final copy and reposition.

9. CCE158 TO DISCUSS THE CHARGES AND PROPOSED CHANGES TO HOURS OF OPERATION FOR THE RETURN OF THE MARKETS AND COFFEE MORNINGS AT COMMUNITY HOUSE

The hours of operation were discussed at length. Cllr Seabrook reported that the new charges for April have not yet been approved by the Policy & Finance Committee and should be referred to P&F at the next meeting.

Standing orders were suspended at 20.15 by the Chair to allow members of public to speak

Standing orders reinstated 20.18

It was proposed by Cllr Seabrook that markets should have hourly rates rather than a fixed rate, and that the hours that a hirer wants is negotiated with the information officer; this negotiation will take into consideration the caretakers/office hours and existing afternoon set ups for afternoon hirers. This proposal will be referred to the Policy & Finance Committee on the 1st March 2022.

Proposed Cllr Seabrook

Seconded Cllr Hill

Agreed by Majority

10. CCE159 TO NOTE THE CCE HISTORY ACTION PLAN & TO DISCUSS FUTURE RUNNING OF THE WORKING PARTY

Mrs Donovan requested a decision for either a volunteer to take over the History WP or if the WP committee should disband the group.

It was proposed by Cllr Veck that should the History WP wish to continue without Officer or Councillor involvement we will make a room available to them at Community House at zero cost, on the proviso that the History group keep us informed of any work they are doing which the Town Council could share with the Community.

Proposal Cllr Veck

Seconded Cllr Paul

All in favour.

11. CCE160 TO NOTE THE CCE YEARLY WORK PLAN

The attached report was noted

12. CCE161 TO DECIDE ON A DATE FOR THE WORKING PARTY TO MEET TO DISCUSS THE ORGANISATION FOR THE 2022 EVENTS: TO NOTE, THE ATTACHED LIST OF SIGNIFICANT CIVIC DATES

The attached significant dates were noted. It was agreed to discuss all Events for 2022 at the next Events WP on the 2nd March via zoom/face to face and add the PTC Christmas event for 2022, to the plan.

13. CCE162 TO AGREE TO DISCUSS AT THE CCE WORKING PARTY MEETING HOW THE PROPOSED COMMUNITY HARVEST EVENT AND BARN DANCE CAN BE DELIVERED THROUGH SPONSERSHIP ONLY, AND TO TAKE FORWARD.

It was proposed to accept the recommendations for a Community Harvest Event and Barn Dance and to set up a Working Party to organise this event. The Working party members can be drawn from the wider community and other Town Council Committees and will report back to the CCE committee.

Proposed Cllr Seabrook

Seconded Cllr Harris

All in favour

The Chair gave thanks to the dedication and hard work of the Civic and Marketing Officer, Mrs Donovan, who will be retiring in March; this will be Mrs Donovan's last Civic & Events Committee meeting.

DATE OF NEXT MEETING OF THE COMMITTEE – 29th MARCH 2022

There being no further business, the meeting closed at 20.45

