



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 19th April 2022 at 7.30pm

Present: Cllr Lynda Duhigg (Chair), Cllr Wendy Veck (Vice Chair), Cllr Sue Griffiths, Cllr David Seabrook, Cllr Job Harris, Cllr Emilia Simmons.

Officers: Kevin Kingston – Locum Town Clerk; Karen Bray – Information Officer; Sue Moscatelli - Events, Amenities and projects Officer.

1. CCE163 CHAIRMAN'S ANNOUNCEMENTS

The Chair informed the meeting of the following events ;

Bingo – 20 April 2022
Cinema – 27 April 2022. Film – 'The Duke'

2. CCE164 PUBLIC QUESTIONS

There were no members of the public in attendance

3. CCE165 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received from Cllr Sanderson & Cllr Symonds.

Cllr Seabrook substituted for Cllr Sanderson and Cllr Griffiths substituted for Cllr Symonds

4. CCE166 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Griffiths as a hirer of kitchen and facilities and as member of History group
Cllr Seabrook as a member of access group
Cllr Duhigg as the Councils representative on access group

5. CCE167 TO ADOPT THE MINUTES OF 8TH FEBRUARY 2022

The minutes of the above meeting were adopted as a true record.
Proposed : Cllr Veck, Seconded Cllr Harris

6. CCE168 TO NOTE THE BUDGETARY UPDATE

This report was noted.

7. CCE169 TO DISCUSS THE 5TH JUNE JUBILEE AT KEMPTON HOUSE.

Cllr Harris informed the meeting that he had planted a tree at Kempton House and agreed to forward pictures of the event to Sue Moscatelli. **Action: Cllr Harris**

Sue Moscatelli informed the meeting that on 5 June Kempton House would be hosting a tea party and 60 invitations would be sent out. Sue would be attending a meeting next week to discuss and would update the Committee on arrangements following the meeting. **Action: Sue Moscatelli**

8. CCE170 THE LIGHTING OF THE BEACON – UPDATE FROM THE INFORMATION OFFICER.

Sue Moscatelli informed the meeting that the Beacon would be lit at 9.15pm on Thursday 2 June at the War memorial. A piper has been appointed and will play at 9.09pm.

There are plans to hold an activity for the children and entertainment and for a refreshment van to be present and flag to be raised. This would all take place around 8pm. Cllr Harris asked if there would be any leaflets that can be distributed for the event.

9. CCE171 TO APPROVE THE UPDATED HIRERS POLICY AND TERMS AND CONDITIONS FOR COMMUNITY HOUSE & THE HUB FACILITY

There was a long discussion about the policies and terms of conditions and the following actions were agreed :

Sue Moscatelli and Karen Bray to :

- Obtain legal advice re over 25's only for DJ's as it could be aged discriminatory.
- Check public liability £2 million cover with insurer as it is thought this should be £4 million
- Check that we have a licence for the Hub.
- State on terms of conditions the Councils single plastic use policy and point this out with reference to the use of balloons.
- Contact Lewes District Council re the annual EHO visit to check on Health & Safety and Food Hygiene standards and check with EHO the number of people that should be in the kitchen at any one time.

Cllr Simmons stated that the toilets in mall , whilst not the Town Councils responsibility, were in a sorry state and could the Town Council send a letter of complaint to the Managing Agents stating the Town Councils concerns.

The Locum Town Clerk advised the meeting that he felt that the Town Council as a principal user of the mall have a responsibility to write to the managing agents in this respect and would contact the Town Clerk.

Cllr Duhigg and Cllr Seabrook wanted to ensure that all the policies and terms of conditions were accurate and up to date as they were quasi legal documents.

It was agreed that the policies and terms of conditions were noted and that they would be brought back to a future meeting of this committee once the issues detailed above have been resolved, answered and amended. **Action: Sue Moscatelli/Karen Bray**

10. CCE172 TO ARRANGE A DATE FOR THE NEXT CCE WP TO DISCUSS 2022 EVENTS.

It was agreed that a working party would be set up to look at events and would include Sue Moscatelli, Karen Bray, Cllr Veck , Cllr Duhigg, Cllr Symonds and the working party would report to this Committee on progress and updates with events. It was also agreed that the terms of reference for all working parties should be reviewed and report through each appropriate committee and then onto Policy & Finance Committee for approval. **Action : Town Clerk/Sue Moscatelli**

Cllr Seabrook commented that many of the Councillors have a wealth of experience and knowledge that should be used as and when appropriate. The Locum Town Clerk suggested that each Councillor wrote a couple of paragraphs

(skills audit) about their knowledge and experience that could be used and drawn upon as and when appropriate by officers in the planning of events.

It was also noted that it was important to canvass and consult with residents and where appropriate partners (ie PCS, Wave Leisure) with regard to the events organized by Town Council.

Sue Moscatelli informed the meeting of the plan and arrangements for the Summer Fair the prizes that have been donated to date.

11. CCE173 CLIMATE CHANGE UP DATE - VERBAL UPDATE FROM CLLR SEABROOK

Cllr Seabrook report was noted and Cllr Veck wished to place on record big thanks to Cllr Seabrook for he's input for fantastic event. The meeting also discussed other ways to ensure that residents were fully aware of the work of the Town Council. The Locum Town Clerk suggested that the annual town meeting maybe a good vehicle to promote the work of other partners in the Town.

12. CCE174 TO NOTE THE HISTORY WP REPORT

The report was noted but any further action put on hold for the present time pending further discussions.

It was suggested that perhaps a specific community group comprising relevant people/local historians (ie David Barton, Stanley Barnard) progress the work with the support of the Town Council. It was agreed that Sue Moscatelli would take forward this issue and report back to the Committee at a later date. **Action: Sue Moscatelli**

13. CCE175 TO NOTE THE YEARLY WORK PLAN

This was discussed as part of CCE172 and was therefore withdrawn

The meeting ended at 9.18pm

DATE OF NEXT MEETING OF THE COMMITTEE – 17TH MAY 2022

