



# **PEACEHAVEN TOWN COUNCIL**

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BN10 8BB

**Draft Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 8<sup>th</sup> 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 9<sup>th</sup> at 2pm in aid of the Mayor Charities.
- On Tuesday 8<sup>th</sup> 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 5<sup>TH</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 – 29<sup>th</sup> MARCH 2022**

*There being no further business, the meeting closed at 20.45*





## Detailed Income &amp; Expenditure by Budget Heading 23/03/2022

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 Civic Events</b>							
1300 Donations Received	(500)	0	500			0.0%	
<b>Civic Events :- Income</b>	<b>(500)</b>	<b>0</b>	<b>500</b>				<b>0</b>
4348 Civic Gifts	277	200	(77)		(77)	138.4%	
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	573	700	127		127	81.9%	
4351 Youth Mayor	0	500	500		500	0.0%	
<b>Civic Events :- Direct Expenditure</b>	<b>850</b>	<b>1,900</b>	<b>1,050</b>	<b>0</b>	<b>1,050</b>	<b>44.7%</b>	<b>0</b>
4331 Mayor's Allowance	1,480	1,500	20		20	98.7%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	6	0	(6)		(6)	0.0%	
4336 Civic Service	36	250	214		214	14.4%	
4338 Remembrance Services	225	600	375		375	37.5%	
4339 London Bridge	0	500	500		500	0.0%	
<b>Civic Events :- Indirect Expenditure</b>	<b>1,747</b>	<b>4,050</b>	<b>2,303</b>	<b>0</b>	<b>2,303</b>	<b>43.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,097)</b>	<b>(5,950)</b>	<b>(2,853)</b>				
<b>Grand Totals:- Income</b>	<b>(500)</b>	<b>0</b>	<b>500</b>			<b>0.0%</b>	
<b>Expenditure</b>	<b>2,597</b>	<b>5,950</b>	<b>3,353</b>	<b>0</b>	<b>3,353</b>	<b>43.6%</b>	
<b>Net Income over Expenditure</b>	<b>(3,097)</b>	<b>(5,950)</b>	<b>(2,853)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(3,097)</b>						





**PEACEHAVEN TOWN COUNCIL**  
**CONDITIONS OF HIRE & HEALTH & SAFETY**  
**THE HUB BUILDING SPORTS PARK**

**1. APPLICATION, DEPOSIT & ADDITIONAL CHARGES**

- Minimum hire time for any room: one hour.
- A minimum of three hours hire charge is required for party bookings

1.1 **A refundable deposit will be required at time of booking** — the deposit for an adult function shall be £100 and for a children's function (for under 13years old) shall be £50; this sum will be returned after inspection of the premises has taken place, providing that ALL the conditions have been observed. Part or all of the deposit may be retained by the Council in the event of any infringement of these conditions. **HIRING TIME MUST INCLUDE PREPARATION AND CLEARING AWAY.** Hirers must vacate the premises by 11.30pm.

1.2 Authenticated evidence of Organizations charitable status must be produced to safeguard against bogus applications.

1.3 Peacehaven Town Council has the right to cancel a booking at any time in extreme circumstances

1.4 The Council reserves the right to refuse the hire of its premises to any applicant without stating reasons for so doing.

1.5 **DISCOS** — Applications for Discos will only be accepted from bona fide organisations and a person over 25 years of age who must accept full responsibility as set out in CONDITION 7.

**2. PAYMENT & CANCELLATION FEES**

Remaining fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 1 month of the day of hire will be subject to a 20% cancellation fee.

*Note – in the event of inclement weather a 10% cancellation fee will be charged.*

**3. PUBLIC LIABILITY**

Proof of cover of £2m will be required of all organizations (i.e. commercial, club, societies, charitable etc.) hiring the Council's premises at the time of booking. **The Hirer must ensure the proof of cover is reviewed and updated on an annual basis.**



#### 4. RISK ASSESSMENT

Hirers should be aware of the risks identified in the attached health & safety document and are required to sign and return a copy to that effect.

A copy of a Full Covid 19 Risk Assessment must be provided in the Event of any Covid outbreaks

#### 5. RESPONSIBILITIES OF HIRER

6.1 The Council will hold the hirer responsible for all damage to its premises, however caused, during the period of the hiring and will require reimbursement in full of all financial loss in respect of such damage. Important Note: The use of sellotape, blu tack or similar to fix decorations, posters etc. to the wall is NOT allowed.

6.2 Hirers will be required to place tables and chairs in position as necessary and replace them at the end of the letting ensuring the tables are clean. Chairs to be stacked in piles of no more than 14. Remove all items belonging to the hirer. Leave the premises and equipment in a clean and tidy condition, extinguish all lights and secure all doors and windows.

Cleaning and Clearing up are the responsibility of the hirer, there will be an added charge if PTC has to finish off or clear any rubbish that is left.

6.3 When hiring the premises, the keys must be collected from the Caretaker at Community House prior to the event (open Monday – Friday 9am-4pm) and must be returned within 24 hours after the hiring (via reception or letter box). Failure to return the key within 24 hours after the hiring will result in a surcharge of £15.00 being payable by the hirer. If keys are permanently lost by the Hirer, it will be their responsibility to pay for replacements keys and also change of locks, if required

6.4 The Responsible Representative or the Hirer of the premises shall ensure that no nuisance is caused to the occupants of neighbouring buildings by reason of excessive noise, unruly behaviour, inconsiderate parking etc.

6.5 The playing of music of all types shall cease by **11.15pm** and premises vacated by **11.45pm** by all hirers.

6.6 It is the hirer's responsibility to inform attendees of the fire exit procedure and to ensure that there is a First Aider on site.

6.7 The Town Council reserves the right to alter bookings if necessary – sufficient notice will be given where possible.

#### 7. CONDITIONS OF HIRE

**7.1 INTOXICATING LIQUOR** — Peacehaven Town Council is licensed premises. However, it is the responsibility of the Hirer to inform the Council they will be selling alcohol at the time of booking. Alcohol should not be sold by a Hirer, nor any person on his/her behalf or by his/her permission without informing the Council. Spot checks may be conducted by a Council Representative during the period of the hire.





**7.2 CATERING / FOOD** – If food is to be sold, Hirers should provide a Food Hygiene and Food Rating certificate at the time of booking. It is the responsibility of the Hirer to ensure all catering being sold is covered by the aforesaid certificate plus food allergens and ingredients clearly indicated. Food supplied, sold or provided at charity or community events, such as street parties, school fetes or fundraisers, must comply with food law and be safe to eat. If you supply food on an occasional and small-scale basis, it is unlikely you will need to register. You can serve home-made cakes at community events or where food will not be purchased, but the following points should be adhered to:

- a recipe from a reputable source is used
- the people who make them follow good food hygiene advice
- the cakes are stored and transported safely

**7.3 ALCOHOL** - All Alcohol must stop being served by 11pm and the bar left the premises by 11.30pm

**7.4 OFFENSIVE WEAPONS** – There must be no sale of illegal or offense weapons and all accessories and if evidence of such sales were discovered the Council would not let premises to the Hirer again.

**Definition of an Offensive weapon** -An offence tool or substance carried by a person to be used for the purpose of inflicting physical injury upon another person.

**7.5 ILLEGAL DRUGS** will not be permitted in Council Buildings

**7.6 SOFT PLAY EQUIPMENT/BOUNCY CASTLES** in the Event that a hirer wishes to use this play equipment in the main hall it is the Hirers responsibility to ensure that all Health & Safety regulations are adhered to that it is accompanied by a valid 12 month inspection certificate, and that the supplier/operator has full public liability cover.

**7.7 GAS BOTTLES** – of any kind are not allowed within the premises. If a Helium bottle is used to inflate balloons this must be done external to the premises. The bottle must not be stored within. **Helium bottles must be stored in a well-ventilated, non-smoking area, away from other flammable materials and sources of ignition or heat. Cylinders should be stored in an upright position and secured to prevent toppling.**

**7.8 FIRE SAFETY** The use of candles (unless Battery operated) & BBQs are prohibited.

**7.9 SMOKING** Peacehaven will not allow smoking or vaping products in any of its premises.

**7.10 SINGLE USE PLASTIC** – Peacehaven Town Council have adopted a Policy not to use single use Plastic in all our Buildings. Hirers are encouraged to follow this policy when hiring our facilities.



**7.11 ELETRICAL EQUIPMENT** - As per the provisions of the Electricity at Work Regulations 1989, It is the responsibility of the Hirer to ensure all individual electrical equipment is PAT tested and labelled

**8. AMENDMENT OF CONDITIONS** – The Council reserves the right to amend the conditions set out herein and to apply further conditions to any particular letting which it may consider necessary.

**GENERAL DATA PROTECTION REGULATIONS-** Personal information such as name, postal address, phone number and email address given to the council will be used only to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any third party without your prior permission or unless we are required to do so by law.

Your details will be stored securely on our Data Base. You can withdraw your consent for us to use your or ask us to amend or delete your details by emailing or phoning the Information Officer 01273 585493 Information option 1 or [Info@peacehaventowncouncil.gov.uk](mailto:Info@peacehaventowncouncil.gov.uk).



## HEALTH & SAFETY

### 1 Introduction

- 1.1 The Main Hall, other rooms and facilities located within the Council owned property are hired out on a regular basis by the Council to local organisations. The events are very popular and generate a large number of personnel consisting of stall holders and visiting members of the public. This includes a high ratio of physically impaired persons in wheel chairs.
- 1.2 This then presents a situation of **high risk** where an accident can occur if there is a fire alarm or other emergency situation where the building is required to be evacuated.
- 1.3 To ensure this situation is mitigated it is essential that certain rules and procedures are followed to ensure your event proceeds successfully and without incident.

### 2 Legal Requirements

All entertainment events are classed as work activities and are therefore subject to the HASW Act and various regulations and Codes of Practice. The following legislation therefore applies:-

- 2.1 Health & Safety at Work etc Act 1974 section 4 (2), (HASW Act)
- 2.2 Regulatory Reform (Fire Safety) Order 2005
- 2.3 The Management of Health & Safety at Work Regulations 1999.
- 2.4 Occupier's Liability Act 1957 (revised 1984).
- 2.5 Health & Safety Executive Guidance Notes HSG 195 "The Event Safety Guide"
- 2.6 Health and Hygiene catering certificate must be provided to PTC

### 3 Application

- 3.1 Peacehaven Town Council, therefore, operates a robust health and safety regime with zero accident tolerance and therefore requires the hirers to Council premises to follow the same safety principles.

### 4 Risk Assessed Requirements

- 4.1 Under the legislation the hirer is required to carry out their own Risk Assessments. A common sense approach should be taken and the following rules should be followed which will mitigate some of the risk.

### 5 Evacuation Plan

- 5.1 Hirers must familiarise themselves with the Fire Exits and the Fire Evacuation plan relevant to the part of the building they are hiring.
- 5.2 All fire exits are marked with the overhead green man signs which will illuminate in the case of a power failure.





- 5.3 The fire alarm is a loud bell. Hirers must immediately evacuate all personnel and members of the public to the designated assembly areas.
- 5.4 The designated Fire Marshall's will give the instruction to return to the building when the Fire Brigade have given the all clear.
- 6 Layout of Stalls.**
  - 6.1 If the hall is used for a market or exhibition stalls or exhibits must be laid out to ensure there is an adequate spacing of no less than 2 metres between opposite stalls. This is to prevent overcrowding at the stall frontage and it allows for wheel chair access at all times.
  - 6.2 Hirers and stallholders must keep all Fire Exits clear at all times. Stallholders must not block the exits with sales material or tables.
  - 6.3 Stallholders must not sell any item which Peacehaven Town Council considers as inappropriate, such as knives or portable electrical items or appliances.
  - 6.4 No items can be stored over night in the building .
- 7 Visiting Children**
  - 7.1 Children under 12 years of age must be accompanied and supervised by a parent or responsible person at all times and kept under control.
- 8 Parking of Vehicles**
  - 8.1 It is the responsibility of the hirer to ensure that all vehicles associated with the hiring are parked in a safe and orderly manner and do not in any way block the designated vehicle access and fire exit routes.
  - 8.2 Disability vehicles should park in their designated bays opposite the entrance
- 9 Kitchen**
  - 9.1 Because of space restrictions there should be no more than two adults working in the kitchen at any one time.
  - 9.2 Care should be taken when using fat fryers and not to over heat the fat. In the event of a pan catching fire **do not** extinguish with water. A fire blanket or powder extinguisher is available. All equipment to be used must be tested for electrical safety prior to use, as per the provisions of The Electricity at Work Regulations 1989.
  - 9.3 A carbon monoxide alarm is located within the kitchen area. If the alarm activates the building must be evacuated as per the fire procedure.
- 10 Insurance**
  - 10.1 It is the hirer's duty that "Where Practicable" to ensure the safety of stallholders and members of the public. Insurance companies will not pay out on a claim if health and safety legislation and site rules have been flagrantly ignored.





**11 Accident Reporting**

- 11.1 The reporting of any incidents or accidents should be made directly to the Town Clerk on 01273 585493 which will be subsequently investigated.

I \_\_\_\_\_ (PRINT) on behalf of \_\_\_\_\_

Agree to abide by the above terms and conditions of hire and health & safety regulations.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_





**PEACEHAVEN TOWN COUNCIL**  
**CONDITIONS OF HIRE & HEALTH & SAFETY**  
**COMMUNITY HOUSE**

**1 . APPLICATION, DEPOSIT & ADDITIONAL CHARGES**

Minimum hire for any room: one hour.

1.1 **A refundable deposit will be required at time of booking** — the deposit for an adult function shall be £100 and for a children's function (for under 13years old) shall be £50; this sum will be returned after inspection of the premises has taken place, providing that ALL the conditions have been observed. Part or all of the deposit may be retained by the Council in the event of any infringement of these conditions. **HIRING TIME MUST INCLUDE PREPARATION AND CLEARING AWAY.** Hirers must vacate the premises by 11.30pm.

1.2 Authenticated evidence of Organizations charitable status must be produced to safeguard against bogus applications.

1.3 Peacehaven Town Council has the right to cancel a booking at any time in extreme circumstances

1.4 The Council reserves the right to refuse the hire of its premises to any applicant without stating reasons for so doing.

1.5 **DISCOS** — Applications for Discos will only be accepted from bona fide organisations and a person over 25 years of age who must accept full responsibility as set out in CONDITION 7.

**2. PAYMENT & CANCELLATION FEES**

2.1 **Coffee Mornings** — Community House Foyer — Remainder of fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 1 month of the day of hire will be subject to a 20% cancellation fee.

2.2 **Saturday Morning Mini Markets** — Meridian Hall, Community House — Remainder of fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 1 month of the day of hire will be subject to a 20% cancellation fee. Please note the additional hiring conditions relating to mini markets attached./

2.3 **Other Hiring's** — Remainder of fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 1 month of the day of hire will be subject to a 20% cancellation fee.

Note — in the event of inclement weather a 10% cancellation fee will be charged.



### 3. PUBLIC LIABILITY

Proof of cover of £2m will be required of all organizations (i.e. commercial, club, societies, charitable etc.) hiring the Council's premises at the time of booking. **The hirer must ensure the proof of cover is reviewed and updated on an annual basis.**

### 4. RISK ASSESSMENT

Hirers should be aware of the risks identified in the attached health & safety document and are required to sign and return a copy to that effect.

### 5. RESPONSIBILITIES OF THE HIRER

5.1 The Council will hold the Hirer responsible for all damage to its premises, however caused, during the period of the hiring and will require reimbursement in full of all financial loss in respect of such damage.

Important Note: The use of sellotape, blue tack or similar to fix decorations, posters etc. to the wall is NOT allowed.

5.2 Hirers will be required to leave the premises tidy, all furniture and equipment used must be sanitized and clean before leaving.

All Hirers must take home their Rubbish nothing must be left on the premises.

5.3 The Responsible Representative or the Hirer of the premises shall ensure that no nuisance is caused to the occupants of neighbouring buildings by reason of excessive noise, unruly behaviour, inconsiderate parking etc,

5.4 The playing of music & serving of alcohol must be ceased by 11pm and premises vacated by 11.30pm by all Hirers.

5.5 Hirers shall not use the Community House Foyer for the political canvassing, lobbying or recruitment as this is a public area; this condition does not apply to the hire of meeting rooms.

5.6 It is the hirers responsibility to inform attendees of the fire exit procedure and to ensure that there is a first aider on site.





## 6. CONDITIONS OF HIRE

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- a recipe from a reputable source is used
- the people who make them follow good food hygiene advice
- the cakes are stored and transported safely

Source: [www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events](http://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events)

**6.4 OFFENSIVE WEAPONS** – There must be no sale of illegal or offense weapons and all accessories and if evidence of such sales were discovered the Council would not let premises to the Hirer again.

**Definition of an Offensive weapon** -An offence tool or substance carried by a person to be used for the purpose of inflicting physical injury upon another person.

**6.5 ILLEGAL DRUGS** will not be permitted in Council Buildings

**6.6 SOFT PLAY EQUIPMENT/BOUNCY CASTLES** in the Event that a hirer wishes to use this play equipment in the main hall it is the Hirers responsibility to ensure that all Health & Safety regulations are adhered to that it is accompanied by a valid 12 month inspection certificate, and that the supplier/operator has full public liability cover.

**6. 7 GAS BOTTLES** – of any kind are not allowed within the premises. If a Helium bottle is used to inflate balloons this must be done external to the premises. Helium bottles must be stored in a well-ventilated, non-smoking area, away from other flammable materials and sources of ignition or heat. Cylinders should be stored in an upright position and secured to prevent toppling.

**6.7 FIRE SAFETY** The use of candles (unless Battery operated) & BBQs are prohibited.

**6.8 SMOKING** Peacehaven will not allow smoking or vaping products in any of its premises.

**6.9 SINGLE USE PLASTIC** – Peacehaven Town Council have adopted a Policy not to use single use plastic in all our Buildings. Hirers are encouraged to follow this policy when hiring our facilities.

**6.10 ELECTRICAL EQUIPMENT** - As per the provisions of the Electricity at Work Regulations 1989, It is the responsibility of the Hirer to ensure all individual electrical equipment is PAT tested and labelled

accordingly. All equipment should be tested on an annual basis. The Council holds the right to test any equipment and refuse usage if deemed to be unsatisfactory for use.

**7. AMENDMENT OF CONDITIONS** — The Council reserves the right to amend the conditions set out herein and to apply further conditions to any particular letting which it may consider necessary. The Town Council reserve the right to alter bookings if necessary — sufficient notice will be given where possible.

**8. GENERAL DATA PROTECTION REGULATIONS** – Personal information such as name, postal address, phone number and email address given to the council will be used only to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any third party without your prior permission or unless we are required to do so by law.

Your details will be stored securely on our Data Base. You can withdraw your consent for us to use your or ask us to amend or delete your details by emailing or phoning the Information Officer 01273 585493 Information option 1 or [Info@peacehaventowncouncil.gov.uk](mailto:Info@peacehaventowncouncil.gov.uk).



## HEALTH & SAFETY

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- 3.1 Peacehaven Town Council, therefore, operates a robust health and safety regime with zero accident tolerance and therefore requires the hirers to Council premises to follow the same safety principles.

### 4 Risk Assessed Requirements

- 4.1 Under the legislation the hirer is required to carry out their own Risk Assessments. A common sense approach should be taken and the following rules should be followed which will mitigate some of the risk.

### 5 Evacuation Plan

- 5.1 Hirers must familiarise themselves with the Fire Exits and the Fire Evacuation plan relevant to the part of the building they are hiring.
- 5.2 All fire exits are marked with the overhead green man signs which will illuminate in the case of a power failure.
- 5.3 The fire alarm is a loud bell. Hirers must immediately evacuate all personnel and members of the public to the designated assembly areas.
- 5.4 The designated Fire Marshall's will give the instruction to return to the building when the Fire Brigade have given the all clear.





## **6 Layout of Stalls.**

- 6.1 If the hall is used for a market or exhibition stalls or exhibits must be laid out to ensure there is an adequate spacing of no less than 2 metres between opposite stalls. This is to prevent overcrowding at the stall frontage and it allows for wheel chair access at all times.
- 6.2 Hirers and stallholders must keep all Fire Exits clear at all times. Stallholders must not block the exits with sales material or tables.
- 6.3 Stallholders must not sell any item which Peacehaven Town Council considers as inappropriate, such as knives or portable electrical items or appliances.
- 6.4 No items can be stored over night in the building .

## **7 Visiting Children**

- 7.1 Children under 12 years of age must be accompanied and supervised by a parent or responsible person at all times and kept under control.

## **8 Parking of Vehicles**

- 8.1 It is the responsibility of the hirer to ensure that all vehicles associated with the hiring are parked in a safe and orderly manner and do not in any way block the designated vehicle access and fire exit routes.
- 8.2 Disability vehicles should park in their designated bays opposite the entrance

## **9 Kitchen**

- 9.1 Because of space restrictions there should be no more than two adults working in the kitchen at any one time.
- 9.2 Care should be taken when using fat fryers and not to over heat the fat. In the event of a pan catching fire **do not** extinguish with water. A fire blanket or powder extinguisher is available. All equipment to be used must be tested for electrical safety prior to use, as per the provisions of The Electricity at Work Regulations 1989.
- 9.3 A carbon monoxide alarm is located within the kitchen area. If the alarm activates the building must be evacuated as per the fire procedure.

## **10 Insurance**

- 10.1 It is the hirer's duty that "Where Practicable" to ensure the safety of stallholders and members of the public. Insurance companies will not pay out on a claim if health and safety legislation and site rules have been flagrantly ignored.

## **11 Accident Reporting**

- 11.1 The reporting of any incidents or accidents should be made directly to the Town Clerk on 01273 585493 which will be subsequently investigated.

I \_\_\_\_\_ (PRINT) on behalf of \_\_\_\_\_

Agree to abide by the above terms and conditions of hire and health & safety regulations.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_



REPORT TO CCE COMMITTEE  
AGENDA ITEM: CCE173  
DATE 8<sup>TH</sup> MARCH 2022  
SUBJECT: HISTORY WORKING PARTY  
AUTHOR: DEBORAH DONOVAN

#### INTRODUCTION & BACKGROUND

The history working party was formed to connect with residents, councillors and officers who have an interest in the history of the town. The aim to research and keep the information found to eventually display in a museum.

The working party met every 6 weeks to share information and ideas.

At the last meeting Mrs Donovan requested a replacement chair this was due to her impending retirement. Unfortunately, there were no volunteers. It was suggested that a report is submitted to this committee to discuss the future of the working party.

#### RECOMMENDATION

To elect a new chair for the History working party to enable the continuation of the work achieved for far.

#### ANALYSIS and COST IMPLICATIONS

To continue to provide a free room to this working party to ensure regular meetings



## HISTORY WORKING PARTY ACTION PLAN

TASK	PERSON RESPONSIBLE	COMMENTS	OBJECTIVE ACHIEVED
TERMS OF REFERENCE FOR THE WORKING PARTY	ALL	TO RESEARCH ALL AREAS OF PEACEHAVEN RESULTING IN RECORDING, CATALOGUING AND ARCHIVING ITEMS AND DOCUMENTS – FOCUSING MAINLY ON PEACEHAVEN, EXTENDING INTO OTHER BOUNDARIES IF RESEARCH PREVAILS	ONGOING
WHAT TO BE CONSCIOUS OF	ALL	COPYRIGHT, TO ASK PERMISSION BEFORE PRINTING PHOTOS AND VIDEOS. DRONES.	ONGOING
WHAT IS OUR ULTIMATE VISION	ALL	TO PRODUCE A BOOK, BUILD A MUSEUM TO RECORD INFORMATION BEFORE IT'S LOST.  TO IMPROVE THE WEBSITE TO ENABLE CLEAR PUBLICATION	ONGOING
TIMELINE	VICKY	FROM THE TOWN'S FOUNDATION TO DATE.  <i>Gradually coming together</i>	ONGOING
PLACES OF INTEREST MAP	VICKY	A PLACES OF INTEREST/CASUAL WALK MAP. TO LOG FILMING LOCATIONS	ONGOING
TO IMPROVE THE WEBSITE		TO ENABLE VIRTUAL MUSEUM <i>On task list</i> <i>It was suggested at the November 21 meeting if the Fields &amp; Robson rooms be used as a museum</i> <i>Deborah to enquire about a new menu on website</i>	ONGOING

TO DESIGN A POST FOR SOCIAL MEDIA	COMMS/MARKETING	ASK RESIDENTS IF THEY HAVE ANY STATUE OF PEACE ITEMS WHICH WERE ONCE DISPLAYED IN THE PEACEHAVEN HOTEL.	ONGOING
ARGUS ARCHIVES	DANIEL	<p>THE ARGUS HAVE PLENTY OF PICTURES AVAILBLE IN THEIR ARCHIVES IF WE NEED THEM</p> <p>Daniel has plenty of pictures taken at the recent filming of THE POLICEMAN and has given PTC permission to use them on their website.</p> <p>Trying to locate the memory stick given to Matt!</p>	ONGOING
PEACEHAVEN HOTEL	DANIEL	<p>LOOKING FOR THE PLANS OF THE PEACEHAVEN HOTEL – STANLEY SAID THEY ARE AT THE KEEP</p>	ONGOING
TO INTERVIEW LOCAL RESIDENTS ABOUT THEIR MEMORIES – TO THEN MAKE THESES SESSIONS INTO SHORT VIDEOS/STORIES FOR PUBLICATION	DANIEL	<ul style="list-style-type: none"> <li>John Harrison (via Ann Harrison) Elizabeth Harrison <a href="mailto:eannharrison@yahoo.com">eannharrison@yahoo.com</a></li> <li>Barbara Martin (waiting contact details)</li> <li>Mandy Whitney 07748032527</li> <li>Kempton House (Wednesdays) <a href="mailto:roy.hill1810@btinternet.com">roy.hill1810@btinternet.com</a></li> </ul> <p>Daniel reported that this will be better organised outside in the summer.</p> <p>Kempton House have advised that their members are available to be interviewed.</p> <p>Perhaps we should also try members of the Deans Club</p> <p>Daniel will be arranging the visits to film the interviews in December, either at Community House or Kempton House – dates to be advised</p>	ONGOING
QUESTIONS FOR INTERVIEW	DANIEL	<ul style="list-style-type: none"> <li>How long have you lived in Peacehaven?</li> </ul>	ONGOING



		<ul style="list-style-type: none"> <li>• What are your earliest memories of living in the town &amp; what changes have you noticed over the years?</li> <li>• Did you go to school here?</li> <li>• Do you remember the carnivals, with the beautiful floats?</li> <li>• Do you remember the Peacehaven Hotel, where the Pizza &amp; Stonehouse Carvery is now?</li> <li>• Is there something that is not in the town now which you'd like to see return?</li> </ul>	
DRONES	DANIEL	AVAILABLE WHEN NEEDED FOR ARIEL SHOTS Daniel sent a link taken at Birling Gap: <a href="https://www.youtube.com/watch?v=ky-AocLWbk&amp;t=2s">https://www.youtube.com/watch?v=ky-AocLWbk&amp;t=2s</a> He would like to take a similar film in Peacehaven Daniel will send a drone to follow the planned Meridian Line Walking leaflet route	ONGOING
STORY FOR THE ARGUS	DANIEL/STANLEY/DEREK	TO WRITE A STORY WITH PICTURES PICKING A SPECIFIC TIME IN HISTORY – DANIEL WILL CONTACT ARGUS FOR PUBLICATION	ONGOING
POLICE BOX	LYNDA	WAITING FOR AN APPOINTMENT WITH THE KEEP FOR FURTHER RESEARCH	ONGOING
PLOTLANDS	LYNDA	RESEARCHING THIS SUBJECT Lucy, can you send the link to the Plotlands video please	ONGOING
DONATED SLIDES TO IMAGES	LYNDA	STANLEY HAS AGREED TO HELP TRANSFER THE SLIDES ONTO A JPEG OR SIMILAR	COMPLETED

		The slides have been converted and are available, see notes above Slides have been returned to Cllr. Duhigg. Images on a memory stick ready for publication on the virtual museum on the PTC website	
POSTCARD COLLECTION	SUE	POSTCARD COLLECTION AND OTHER DOCUMENTS HAVE BEEN DELIVERED TO COMMUNITY HOUSE FOR SAFE KEEPING – CATALOGUING /SORTING TO BE ADMINISTERED  Cllr. Griffiths has asked if the postcards can be scanned so her catalogue can be returned.	ONGOING
HERITAGE TRAIL/INFORMATION BOARDS	SUE	TO TAKE FORWARD TO L A & E COMMITTEE	ONGOING
PLAQUE – OPENING OF COMMUNITY HOUSE	SUE	RESEARCH THE WHEREABOUTS OF THE PLAQUE (23.4.79) THE PRINCES ROYAL	ONGOING
DEWDROP INN	LUCY	TO RESEARCH	ONGOING
MONUMENT / MERIDIAN LINE	LUCY		ONGOING
HOUSE WITH TURRETS	LUCY	TO RESEARCH	
ABANDONED TOILETS	LUCY	TO RESEARCH, may be the cost? Could this be an investment?	END
ORDNANCE SURVEY MAP FROM THE MERIDIAN LINE	DEREK/LUCY	WILL SEND DETAILS OF ORDNANCE SURVEY MAP FROM MERIDIAN LINE (MENTIONED THE FESTIVAL OF THE MERIDIAN LINE).	ONGOING

100 <sup>TH</sup> YEAR EVENT TO MARK OPENING OF PEACEHAVEN HOTEL - FLYOVER OF GLIDERS	VICKY	<p>10-14<sup>TH</sup> OCTOBER 2022 – FILM SHOWING RESIDENTS CHASING THE GLIDER, MENTIONED A PROGRAMME FOR THE EVENT MADE UP AT 6d. AND ANTON FOKKER  <a href="https://en.wikipedia.org/wiki/Anthony_Fokker">https://en.wikipedia.org/wiki/Anthony_Fokker</a></p> <p>To organise an event to mark this 100<sup>th</sup> year occasion.  PUT INTO THE PTC DIARY OF EVENTS</p> <p>Derek suggested we apply for a licence so we can show the film <a href="https://www.sussexgliding.co.uk/">https://www.sussexgliding.co.uk/</a> to have a glider fly over</p> <p>A suggestion was made to have a fly our kites on one of the weekend dates, on Howards Park, this instead of the glider</p>	ONGOING
E-NEWS	DEREK & STANLEY	<p>TO WRITE A PIECE ABOUT THE PEACEHAVEN FOSSILLS  This was completed for the August edition.</p> <p>Both Stanley &amp; Derek will work on a piece about Peacehaven's water supply</p>	COMPLETE
RESEARCH	DEREK & OTHER MEMBERS  VICKY	<p>THE STATUE OF PEACE, THIS EMBLEM FOUND ON SOME ITEMS DISPLAYED IN THE OLD PEACEHAVEN HOTEL  To create a social media post to see if any residents still have these statues</p>	ONGOING ON A MONTHLY BASIS
PTFC	STANLEY	<p>CURRENTLY RESEARCHING INFORMATION REGARDING THE STRIP COLOURS USED BY PTFC FROM 1966</p> <p>Ann Harrison advised on the colours</p>	COMPLETE
TROAK COLLECTION/ EDDIE SCOTT'S MERIDIAN POST	STANLEY	ARE ALL THE DOCUMENTS STILL IN THE PEACEHAVEN LIBRARY OR HAVE THEY BEEN TRANSFERRED TO THE KEEP	



		To check that all documents are in the library before they move	
DONATED SLIDES	STANLEY/LYNDA	TO WORK WITH LYNDA IN TRANSFERRING SLIDES TO PHOTOS ON A JPEG OR SIMILAR	COMPLETE
HISTORY OF THE TEAPOT	DEBORAH	DOCUMENT DETAILS OF THE SUSSEX COASTER TEAPOT. ARTICLE IN THE E-NEWS ( <a href="https://www.peacehaventowncouncil.gov.uk/wp-content/uploads/2021/02/March-E-News.pdf">https://www.peacehaventowncouncil.gov.uk/wp-content/uploads/2021/02/March-E-News .pdf</a> )	COMPLETE
MERIDIAN LINE WALK	DEBORAH	Graham & Hilda will give a talk at the meeting on 22 <sup>nd</sup> September at 11.00am  Daniel Suggested we also contact 'The Bald Explorer' Richard Vobes who is an avid walker & has many followers on YouTube.	WALK TOOK PLACE ON THURSDAY 15 <sup>TH</sup> JULY FROM THE MONUMENT AT 10.00AM  Daniel will advise how we can contact RICHARD VOBES
MERIDIAN LINE PLAQUE	DEBORAH	SITUATED NEAR LAKE DRIVE – INVESTIGATE IT'S WHEREABOUTS.	ONGOING
MERIDIAN CENTRE	HARLEY BRAY	HARLEY WILL SHOW US DOCUMENTS WITHIN HIS COLLECTION	ONGOING
NEWHAVEN MUSEUM	LYNDA/DEBORAH	TO MAKE A VISIT WHEN THE MUSEUM RE-OPENS	ONGOING

Next meeting agreed to take place at Community House, early in the New Year



CIVIC & COMMUNITY EVENTS YEARLY PLAN 2022 / 2023

DATE/MONTH	EVENT / TASK	WHO'S RESPONSIBILITY	COMMENTS	STAGE OF COMPLETION
Apr-22	Climate Change (9th)	Working Party	Organised by Cllr. Seabrook	Completed
	Easter Weekend (15- 18th)	Communications Officer	Social M Activity	Ongoing
	Queens Birthday (21st)	PO & CO	Flag raised and Social M	Ongoing
	St George's Day (23rd)	PO & CO	Flag raised and Social M	Ongoing
	Anzac Day (25th)	CO	Social Media Activity	Ongoing
	Cinema (27th)	EAPO, IO, CO	Implement & Social M	Ongoing
	Bingo (29th) VE Day (8th)	EAPO, IO, CO CO	Implement & Social M Social Media Activity	Ongoing Ongoing
May-22	Cinema (18th)	EAPO, IO, CO	Implement & Social M	Ongoing
	Bingo (25th)	EAPO, IO, CO	Implement & Social M	Ongoing
Jun-22	Queens Jubilee (2 - 4th)	PO, CO, Kempton Hse, Lisa	Beacon Light (9.15pm on 2nd) Tea @ Kempton Hse (5th) Flag Raised & Bunting (1st) Social Media Activity	Ongoing
	Queen's Birthday (11th)	PO & CO	Flag raised and Social M	Ongoing
	Sussex Day (16th)	CO	Social Media Activity	Ongoing
	Mayor's Civic Service (18 / 19th)	Lisa	TBA	Ongoing
	Cinema (22nd)	EAPO, IO, CO	Implement & Social M	Ongoing
	Armed Forces Day	PO & CO	Flag raised and Social M	Ongoing
	Bingo (29th)	EAPO, IO, CO	Implement & Social M	Ongoing

DATE/MONTH	EVENT / TASK	WHO'S RESPONSIBILITY	COMMENTS	STAGE OF COMPLETION
Jul-22	NHS Day (5th)	EAPO, CO, PO	Raise flag, Social M Activity	Ongoing
	Summer Fair (9th)	All	Fun day for Community	Ongoing
	Cinema (20th)	EAPO, IO, CO	Implement & Social M	Ongoing
	Bingo (27th)	EAPO, IO, CO	Implement & Social M	Ongoing
Aug-22	Bingo (17th)	EAPO, IO, CO	Implement & Social M	Ongoing
	Barn Dance	Clir Symonds	TBA	TBA
Sep-22	Merchant Flag Day	PO & CO	Flag raised and Social M	Ongoing
	Bingo & Cinema (27th)	EAPO, IO, CO	Implement & Social M	Ongoing
	100 Year Peacehaven (10-14th)	EAPO, IO, CO	Flyover - Social M	TBA
Oct-22	Pumpkin Trail (29th)	EAPO, IO, CO	Trail around Big Park	TBA
	Spooktacular Festival (29th)	EAPO, IO, CO	Monster Ball	TBA
	Bingo & Cinema (19th)	EAPO, IO, CO	Implement & Social M	Ongoing

DATE/MONTH	EVENT / TASK	WHO'S RESPONSIBILITY	COMMENTS	STAGE OF COMPLETION
Nov-22	Armistice Day (11th)	PO, CO	Flag raised and memorial	Ongoing
	Remembrance Day (13th)	PO, CO	Flag raised and memorial	Ongoing
	Bingo & Cinema (22nd)	EAPO, IO, CO	Implement & Social M	Ongoing
	Bingo (15th)	EAPO, IO, CO	Implement & Social M	Ongoing
Dec-22	Christmas Fair	Events Working Party	Tracey to organise	TBA
	Community Winter Festival	Events Working Party	Carol concert, lights	TBA