



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. *This is changed things.*

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

Detailed Income & Expenditure by Budget Heading 05/05/2022

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Civic Events							
4348 Civic Gifts	0	1,470	1,470		1,470	0.0%	
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	0	700	700		700	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	<u>0</u>	<u>3,170</u>	<u>3,170</u>	<u>0</u>	<u>3,170</u>	<u>0.0%</u>	<u>0</u>
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	0	1,000	1,000		1,000	0.0%	
4336 Civic Service	0	500	500		500	0.0%	
4338 Remembrance Services	0	1,100	1,100		1,100	0.0%	
4339 London Bridge	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	<u>0</u>	<u>5,800</u>	<u>5,800</u>	<u>0</u>	<u>5,800</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(8,970)</u>	<u>(8,970)</u>				
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	0	8,970	8,970	0	8,970	0.0%	
Net Income over Expenditure	<u>0</u>	<u>(8,970)</u>	<u>(8,970)</u>				
Movement to/(from) Gen Reserve	<u>0</u>						

PEACEHAVEN TOWN COUNCIL - COMMITTEE TERMS OF REFERENCE

GENERAL

The standing committees of the council shall be as follows:

- Civic and Community Events
- Leisure, Amenities and Environment
- Personnel
- Planning and Highways
- Policy and Finance

The Policy & Finance Committee shall have 9 members consisting of the Chairman and Vice-Chairman of Council, the Chairman of the other Standing Committees (or if unavailable, their Vice-Chairmen) and three other members.

The Planning & Highways Committee shall have 9 members, if possible to include at least one Member from each Ward of the Town

The Leisure, Amenities & Environment Committee, the Personnel Committee and the Civic & Events Committee shall each have 9 members.

Committees have delegated authority to make decisions on items within their terms of reference, apart from where specifically restricted by either Standing Orders (SO) or Financial Regulations (FR). The acts and proceedings of a committee shall be deemed to be the acts and proceedings of the council.

The council is not empowered to delegate certain specified decisions. The following will be matters for Full Council only (FR 1.13):

- Setting the final budget or the precept (council tax requirement)
- Approving the Annual Governance Statement
- Approving the Annual Accounting Statements
- Borrowing
- Writing off bad debts
- Declaring eligibility for the General Power of Competence
- Addressing recommendations in any report from the internal or external auditors

Additionally, the council must (FR 1.14):

- Determine and keep under regular review the bank mandate for all council bank accounts
- Approve any single grant or a single commitment in excess of £30,000
- In respect of annual salary for any employee, have regard to recommendations made by the relevant committee in accordance with its terms of reference

Unless council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee. (SO 4a)

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. (SO 4b)

The council shall determine the terms of reference of standing committees (SO 4d (i)), the number and time of the ordinary meetings of the committee (SO 4d (ii)), appoint the members of the committee (SO 4d (iv)) and appoint the chairman of the committee (SO 4d (vi)).

The chairman of a committee may convene an extraordinary meeting of the committee at any time (SO 6c). If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee. (SO 6d)

The quorum for each committee shall be one-third of the membership (with a minimum of three).

The Mayor and Deputy Mayor are ex-officio members of every committee.

CIVIC AND COMMUNITY EVENTS COMMITTEE

The Civic and Events Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Be responsible for determining the number and type of civic events held during the year
- Be responsible for determining the number and type of large mayoral fundraising events held during the year
- Support the Civic and Marketing Officer in the day-to-day organisation of the agreed events
- Review the success of events, including attendance levels and charitable profit made
- Agree and regularly review the council's marketing strategy
- Ensure adequate risk assessments are completed for all events
- Agree and regularly review the council's publications
- Prepare annual committee budget estimates for review by the Policy and Finance Committee
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee
- To strengthen communications with the Community effectively via the Councils Media platforms (to be reviewed regularly)

LEISURE, AMENITIES AND ENVIRONMENT COMMITTEE

- Be responsible for creating and monitoring a management plan for each of Peacehaven Town Council's green spaces and public amenities (excluding Community House and LDC amenities). to ensure they are maintained and enhanced in line with Council policies.
- Be responsible for the provision, maintenance and upgrading of Peacehaven Town Council's vehicles, equipment and buildings (excluding Community House).
- To determine annually all rents and charges (excluding Community House) for the use of all leisure and amenity facilities, including the commercial use of Peacehaven Town Council owned green spaces.
- Be responsible for the provision of recreational facilities.
- Be responsible for safety checks and maintenance of all playground equipment owned by Peacehaven Town Council and to keep records of this for 7 years.
- Make recommendations to the Personnel Committee regarding matters relating to the council's staff engaged on the maintenance of grounds and facilities.
- Prepare annual Committee budget estimates for review by the Policy and Finance Committee.
- Manage and monitor at each committee meeting the income and expenditure against the approved budget for the committee.

- To advise on tenders and contracts for all aspects of maintenance and groundworks associated with recreational facilities in accordance with Peacehaven Town Council's financial regulations and with reference to its Policy and Finance Committee.
- To advise on leases and/or licenses for regular use of recreational facilities by groups, organisations or individuals.
- Be responsible for complying with Council Policies, in particular those relating to climate change and the use of pesticides and to be proactive in ensuring that the Council's carbon neutral targets are met by 2030.
- Monitor and report progress against the Council's Internal and Community Business Plans.

PERSONNEL COMMITTEE

The Personnel Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Be responsible for approving adverts, job descriptions, personnel specifications and salary terms for staff vacancies
- Arrange interview panels or delegate authorisation to senior employees (as appropriate) in accordance with agreed council policy
- Regularly review the staff structure and employee terms and conditions of service, taking appropriate expert advice where necessary
- Assess and act where necessary in respect of staff grievances in accordance with agreed council policy
- Assess and act where necessary in respect of staff disciplinary in accordance with agreed council policy
- Approve annual salary increases in accordance with the requirements of Financial Regulations
- Make recommendations to Full Council with regard to the appointment or dismissal of the Town Clerk

PLANNING AND HIGHWAYS COMMITTEE

The Planning and Highways Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Make representations to the Local Planning Authority on applications for planning permission
- Make representations in respect of appeals against the refusal of planning permissions
- Make recommendations regarding street names
- Consider and monitor the Town and other developmental plans and the making of all appropriate representations
- Facilitate economic development initiatives, including those pertaining to town centre matters, for the benefit of Peacehaven and make recommendations on all related matters, including liaising as appropriate with other agencies
- Make representations to the appropriate Planning Authority in respect of other planning matters not otherwise referred to
- Make representations to the appropriate authority in respect of highway matters and public transport services

- Make representations to Lewes District Council regarding Public Entertainment Licensing and Licensed Premises generally
- Manage the Town Enhancement projects including shrub/flower planters as determined from time to time.
- Be responsible for the provision and maintenance of Town Council owned bus shelters, street/footpath lighting and shrub/flower planters
- Prepare annual committee budget estimates for review by the Policy and Finance Committee
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee

POLICY AND FINANCE COMMITTEE

Meets a minimum of 5 times a year.

The Officers responsible for reporting to this committee are the Clerk and Finance Officer.

Responsible for ensuring the sound management of the Council's finances including the awarding of grants and Members Allowances where appropriate and its corporate facilities.

- Make recommendations on any financial matters to be dealt with by Full Council (as outlined in the general terms of reference)
- Be responsible for the review and adoption of appropriate policies to support the day-to-day administration of the council
- Be responsible for matters not specifically delegated to any other standing committee
- Be responsible for ensuring risk assessments are undertaken as appropriate
- Be responsible for ensuring the council has adequate insurance
- Be responsible for the Council's Asset register.
- Be responsible for the Council's insurance requirements.
- Act as lead committee in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including the development of Joint Partnership Committees and constitutional matters.
- Prepare annual Committee budget estimates in October on all Terms of Reference referred to above and forward to the Policy & Finance Committee not later than December
- Manage and Monitor at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the Committee and monitor all other Standing Committees
- Prepare annual committee budget estimates, and review alongside other standing committee budget estimates to formulate a recommended budget and precept requirement for approval by Full Council
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee and council as a whole
- To consider and make decisions on grant applications. At least one of its meetings each year will be devoted to the consideration of grant applications funded out of the Grants budget; applications for funding from this budget may, however, be considered at other times of the year too.
- To support, monitor and implement the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required
- To oversee all legal matters pertaining to leases, mortgage, insurance claims, insurance cover,
 - damage to property, vehicle insurance and debt recovery



Peacehaven Town Council

New Mayor

Engagements Received To Discuss With The New Mayor

Overview:

On 10th May, a new Mayor will be elected to Peacehaven Town Council.

Once in post, the Acting Civic Officer will meet with the Mayor to discuss, amongst other things, the forthcoming events where the Mayor will (1) need to attend and (2) decide upon attendance or passing to the new Deputy Mayor to attend in their place, representing the Council.

At present, the following events have been recorded as a 'must attend' and the others 'to be decided', alongside role at the event. Only brief details are given below for reference purposes.

In addition, once the new Mayor has decided upon his / her new charities, work will commence on activity to support these by way of attendance at events, profile raising, awareness and fundraising.

Once agreed, full briefs will be drawn up for the Mayor for attendance, role, timings and location of each agreed event. Regular events such as Bingo and Town Council Meetings will also be included on the Mayor's event schedule.

In addition, a further list of Awareness Day events and activities will be discussed with the new Mayor once in office.

Date	Event	Action / Role
13 th May 2022	Seahaven Business Awards and Dinner, Jerrom Hall, Peacehaven. Her Majesty's Lord Lieutenant of East Sussex, The Vietnamese Ambassador, Maria Caulfield MP, Lloyd Russell-Moyle MP, The Mayors of Seaford and Newhaven and the Presidents of the Chambers of Commerce from Peacehaven, Newhaven and Seaford are attending.	To be decided - Guest with Consort
26 th May 2022	Peacehaven Town Annual Assembly – Main Hall, Community House	Must attend – Chair and Host.
2 nd June 2022	Peacehaven's Official Beacon Lighting for HRH Her Majesty's Platinum Jubilee – Peacehaven War Memorial	Must attend – Host



Date	Event	Action / Role
4 th June 2022	Service of Thanksgiving to Celebrate HRH Her Majesty The Queen's Platinum Jubilee – Chichester Cathedral	To be decided - Guest
To Be Confirmed	Mayor's Civic Service	Must attend
To Be Confirmed	Mayor's Reception	Must attend – Host
17 th June 2022	SCDA's 25 th Anniversary Summer Vintage Tea, Denton Island Community Centre, Newhaven	To be decided - Guest
25 th June 2022	Seahaven Veterans & Armed Forces Day	To be decided - Guest
2 nd July 2022	Telscombe Summer Fair, Chatsworth Park, Telscombe	To be decided – Guest
6 th July 2022	Horticultural Society's Open Gardens Presentation, Paradise Park Events Room, Newhaven.	To be decided – Guest but need to confirm role e.g. presenting award
9 th July 2022	Peacehaven Town Council's Community Summer Fair, Centenary Park, Peacehaven	Must attend – Host and Community Networking
13 th July 2022	Sussex Mayors Association AGM and luncheon. Event at West Hove Golf Club, Hove	To be decided – Guest
13 th August 2022	Horticultural Society's Centenary Annual Show. Venue TBC	To be decided – Guest and Trophy Presentation

For reference, other items the Acting Civic Officer will discuss and confirm with the new Mayor include such items as below:

- Supporting chosen charities.
- Working with the charities on fundraising
- Diary engagements
- Dietary requirements
- Theme for the year
- Suggestions for visits to local organisations and schools



Peacehaven Town Council

HRH Her Majesty The Queen's Platinum Jubilee Beacon Lighting

Thursday 2nd June 2022

Overview:

The UK has a long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons, and the Platinum Jubilee is no exception.

To celebrate and commemorate Her Majesty The Queen's Platinum Jubilee, over 1,500 beacons will be lit throughout the UK, Channel Islands, Isle of Man and UK Overseas Territories. In addition, for the first time, beacons will also be lit in each of the capital cities of the Commonwealth with the Principal Beacon being lit in a special ceremony at Buckingham Palace.

Peacehaven Town Council will be holding its Jubilee Beacon Lighting on Thursday 2nd June at 9:45 p.m. at the War Memorial, Meridian Park, Meridian Way, Peacehaven, BN10 8NF. The event will be hosted by the new Mayor, supported by Jon Borthwick, our Town Crier.

Sadly, our MP is unable to join us as he has a prior engagement.

The invitation to attend is being extended to everyone in and around Peacehaven – inviting them to come along and join in this special occasion to mark not only Her Majesty's 70 year reign, but also to enjoy a unique event to start the very special Platinum Jubilee weekend celebrations.

Prior to the Beacon Lighting, Peacehaven's Town Crier – Jon Borthwick – will cry a special Jubilee Proclamation from The Palace at 2 p.m.

The Jubilee Proclamation will take place at The Peacehaven War Memorial.

Please note, the Platinum Jubilee flag and bunting will be raised and positioned on Wednesday 1st June.

Date:

Thursday 2nd June 2022

Place:

Peacehaven War Memorial, Meridian Park, Meridian Way, Peacehaven, BN10 8NF.

Event Timings / Itinerary:

The Palace has been stringent about timings and attached to this brief is the official itinerary for your reference.



Timings will be:

- 9 p.m.** Guests will begin to arrive at Peacehaven War Memorial.
- There will be a refreshment area with Mel & Den's serving hot and cold drinks and food.
- In addition, we will have a PTC Stall selling The Queen's Platinum Jubilee Tarts, which are kindly being made by Wendy Veck. All proceeds from the sale of the Jubilee Tarts will be donated (minus Wendy's costs) to the new Mayor's charities once known when the new Mayor has been elected on 10th May.
- The War Memorial will be lit with purple and green lights to give the ambiance of both the Platinum Jubilee and PTC's brand colours.
- 9:30 p.m.** Peacehaven Town Crier, Jon Borthwick, will welcome everyone to the official Beacon Lighting and start proceedings by introducing the new Mayor.
- The new Mayor will then welcome everyone and hand over to the Piper.
- 9:35 p.m.** Piper will perform / undertake '*Diu Regnare*'.
- 9:40 p.m.** Bugler will play / undertake '*Majesty*'.
- We are currently sourcing and securing a Bugler. If one is not able to be booked, '*Majesty*' will be played and broadcast at this time.
- 9:45 p.m.** The Peacehaven Platinum Jubilee Beacon will be lit.
- To take place during the lighting of the Beacon, we are currently trying to source and secure a choir or chorus to sing '*A Life with Grace*'.
- 10 p.m.** Event closes.

Invitations:

All our Councillors - past and present - are invited to attend and will receive an official invitation from the new Mayor once he/she has been elected.

We are also currently drafting an invitation on behalf of the new Mayor to go to all PTC staff members, local business and organisations, schools and educational establishments and the emergency services to the event.

If you have any guests you'd like to invite, please email their contact details to Lisa Hayward at email: lisa@murray-hayward.com

Press Relations:

We will be issuing a pre-event press release along with a media invite to selected journalists to attend the event. This will go to local and regional media, together with specialist press contacts e.g. public sector etc.



A post event press release will also be issued following the event accompanied with photographs of the evening.

PTC Website:

The Platinum Jubilee Beacon Lighting will be given prominence on the Council's website where all details will be clearly shown.

Social Media:

The Peacehaven Beacon Lighting event has - and is - already being publicised over our social media channels and additional, regular updates will be posted.

Collateral:

We are currently producing awareness collateral – posters and flyers – which will be displayed throughout the town, given to retailers, Kemptown House, local schools etc circulate and display.

A banner will be produced highlighting the event, place and time. This will be hung at The Dell.

E-News:

E-News has already covered the Beacon Lighting and will have another piece in the May issue with more details and timings.

The Queen's Platinum Jubilee Tart:

As a Platinum Jubilee memento, the official recipe for The Queen's Platinum Jubilee Tart from The Palace is also attached to this briefing in case you'd like to try it yourselves.

As ever, if you have any queries regarding the event, please email Lisa Hayward via email: lisa@murray-hayward.com



The Queen's Platinum Jubilee Beacons



THE QUEEN'S
PLATINUM JUBILEE
BEACONS
2ND JUNE 2022

2nd June 2022

EVENT SCHEDULE

THE QUEEN'S PLATINUM JUBILEE BEACONS & ASSOCIATED ACTIVITIES

TOWN CRIERS - THE 'PROCLAMATION' 2pm (Local Time)

Town Criers, Pearly Kings and Queens undertake the 'Proclamation' from central locations within their local communities.

Proclamation written by Jane L Smith, Town Crier for Bognor Regis.

PIPERS - 'DIU REGNARE' 9.35pm (Local Time)

Traditional and Northumbrian Pipers undertake 'Diu Regnare' from locations of their choice within their local communities.

Music written by Pipe Major Stuart Liddell - Glenfiddich Champion Piper.

BUGLERS & CORNET PLAYERS - 'MAJESTY' 9.40pm (Local Time)

Buglers & Cornet players undertake this Bugle Call at Beacon sites, of those that have been able to source them, announcing the lighting of the Beacons at 9.45pm.

Music written by Bugler Sjt A W Carlisle, Hillsborough Fort Guard, Northern Ireland.

LIGHTING OF THE BEACONS & SONG FOR THE COMMONWEALTH 9.45pm (Local Time)

As 2022 Beacons are lit throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and within each of the Commonwealth Countries, Choirs large and small sing 'A Life Lived with Grace' at Beacon sites and/or other locations within their local community as a 'unique' musical tribute to Her Majesty The Queen that evening, filling the world with the sound of music and song.

Music and Lyrics by Atueyi Vincent Chinemelu, from Nigeria & Lucy Kiely from Australia the winners of a worldwide competition coordinated by Alison Cox OBE - Commonwealth Resounds.

(The Beacons in the Commonwealth Countries & United Kingdom Overseas Territories will be lit at 9.15pm local time)

(The Royal Institute of Chartered Surveyors Anchor Chain will be lit at 9.30pm)

(All other Beacons throughout the United Kingdom, Channel Islands and Isle of Man will be lit at 9.45pm)

(The Beacons along Hadrian's Wall will be lit at 10pm)

Bruno Peek

Bruno Peek LVO OBE OPR
Pageantmaster
The Queen's Platinum Jubilee Beacons

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The Queen's Platinum Jubilee Beacon Tart

Ingredients representing all 4 nations of the UK
England: Cheddar Cheese Northern Ireland: Potatoes
Scotland: Smoked Salmon Wales: Leek
 Average cost of ingredients per tart, between £3.75 & £5.00
 The following quantities will serve TEN people.

Pastry
 140 g (5 oz) plain flour
 35 g (1 ¼ oz) margarine
 35 g (1 ¼ oz) vegetable fat
 About 1 ½ tablespoons cold water
 Or use ready-made shortcrust pastry
 * 20 cm (8") loose-bottom flan tin
 * baking beans

Filling
 100 g (4 oz) Smoked salmon (trimmings or chopped small)
 50 g (2 oz) leek
 100g (4 oz) cooked potatoes
 70g (2 ¼ oz) Cheddar cheese (grated)
 200 ml (7 fl oz) single cream
 2 large eggs (beaten)
 1 tablespoon fresh chopped parsley
 Black pepper
 Butter or oil

1. To make pastry - place flour in bowl add the fats and rub in lightly with fingertips until mixture resembles fine breadcrumbs. Add enough cold water to bind to a soft dough, knead briefly and shape in to a ball. Wrap and chill for 30 minutes.
2. Roll out the pastry and use to line the flan tin. Prick the bottom of the pastry with a fork. Line pastry shell with foil and fill with baking beans. Place tin on a heated baking tray and bake in preheated oven at 200°C Fan (Gas 7) for 10 minutes, remove foil and baking beans, return to the oven for a further 10 minutes.
3. Reduce oven temperature to 160°C Fan (Gas 4)
4. Scrub potatoes and place in a pan of lightly salted boiling water to cook for 15 minutes. Drain and allow to cool before removing the skin and then slicing thinly.



5. Finely chop leek. Heat a little butter or oil in a small frying pan, add chopped leek to the pan and cook over a low to moderate heat, stirring occasionally, for about 10 minutes until soft but not coloured - allow to cool.
6. Mix together cream, beaten eggs, chopped parsley and plenty of ground black pepper. Layer filling in pastry case; spread smoked salmon over base of tart followed by cooked leek and then 50 g (2 oz) grated cheese (keeping remaining 20g (¾ oz) to sprinkle on top). Top with thinly sliced cooked potatoes. Sprinkle remaining grated cheese over the top then gently pour cream and egg mixture in to the tart.
7. Bake in oven for 30 - 35 minutes until filling is set and golden. Serve cold.

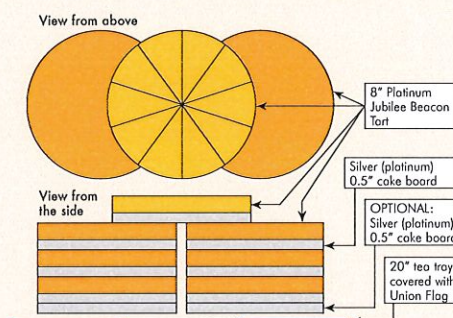
NB These quantities also make 18 small tarts using 8cm (3 ¼") plain round cutter and lining patty tins. When making small tarts there is no need to blind bake the cases first. Bake small tarts at 160°C Fan (Gas 4) for about 30 minutes until filling is set and golden.

Guide to serving

A construction of seven Platinum Jubilee Beacon Tarts as shown below will serve 70 guests.
 Each tart represents a Decade of Her Majesty's reign.
 Each slice represents a Year of Her Majesty's reign.
 You will need: 7 x 8" freshly made Platinum Jubilee Beacon Tarts as per recipe
 7 x 8" x 0.5" silver (platinum) cake boards

1 x 20" tea tray
 2 or 3 x Union Flag napkins
 Optional: 2 additional silver (platinum) cake boards if greater elevation is required
 Additional napkins to hand to guests with their slice of tart

Create two stacks of 3 x 8" tarts, each on a silver (platinum) cake board, and place side by side on a 20" rectangular tray covered with Union Flag napkins. Place a further tart centrally on top (7 tarts in total).



The above produces a 6" high stack of tarts. If further elevation is needed an additional cake board could be placed under each stack of 3 tarts.

Once the top tart has been ceremonially cut, remove it from the stack and set to one side to cut into ten slices. This will avoid crushing the tarts underneath. Carry out the same process for each subsequent tart, remembering to remove each one from the stack before cutting into ten. The slices can then be handed round to guests from their individual boards accompanied by napkins if desired.



CIVIC & COMMUNITY EVENTS YEARLY PLAN 2022 / 2023

DATE/MONTH	EVENT / TASK	WHO'S RESPONSIBILITY	COMMENTS	STAGE OF COMPLETION
May-22	VE Day (8th)	CO	Social Media Activity	Completed
	Cinema (18th)	EAP0, IO, CO	Implement & Social M	Ongoing
	Bingo (25th)	EAP0, IO, CO	Implement & Social M	Ongoing
Jun-22	Queens Jubilee (2 - 4th)	PO, CO, Kempton Hse, Lisa	Beacon Light (9.45pm 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)	EAP0, IO, CO	Implement & Social M	Ongoing
Jul-22	Armed Forces Day	PO & CO	Flag raised and Social M	Ongoing
	Bingo (29th)	EAP0, IO, CO	Implement & Social M	Ongoing
	NHS Day (5th)	EAP0, CO, PO	Raise flag, Social M Activity	Ongoing
	Summer Fair (9th)	All	Fun day for Community	Ongoing
	Cinema (20th)	EAP0, IO, CO	Implement & Social M	Ongoing
Aug-22	Bingo (27th)	EAP0, IO, CO	Implement & Social M	Ongoing
	Bingo (17th)	EAP0, IO, CO	Implement & Social M	Ongoing

DATE/MONTH	EVENT / TASK	WHO'S RESPONSIBILITY	COMMENTS	STAGE OF COMPLETION
Sep-22	Barn Dance (10th)	Cllr Symonds	TBA	Discuss with Cllr Symonds
	Merchant Flag Day	PO & CO	Flag raised and Social M	Ongoing
	Bingo & Cinema (27th)	EAPo, IO, CO	Implement & Social M	Ongoing
Oct-22	100 Year Peacehaven (10-14th)	EAPo, IO, CO	Flyover - Social M	TBA to discuss at WP
	Pumpkin Trail (29th)	EAPo, IO, CO	Trail around Big Park	TBA to discuss at WP
	Spooktacular Festival (29th)	EAPo, IO, CO	Monster Ball	TBA to discuss at WP
	Bingo & Cinema (19th)	EAPo, IO, CO	Implement & Social M	Ongoing
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 to discuss at WP
	Community Winter Festival	Events Working Party	Carol concert, lights	TBA