**DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 6th September 2022 at 7.30pm**

**Present:** Cllr Lynda Duhigg (Chair), Cllr Wendy Veck (Vice Chair), Cllr Lucy Symonds, Cllr David Seabrook, Cllr Gloria Hill, Cllr Job Harris, Cllr Emelia Simmons,

**Officers**: George Dyson (Deputy Town Clerk & Civic Officer), Sue Moscatelli (Events, Amenities and projects Officer), Karen Bray (Bookings and Information Officer).

No members of the public were in attendance.

1. **CCE205 CHAIRMAN’S ANNOUNCEMENTS**

The Chair opened the meeting at 19:28 and informed the meeting of the following upcoming events:

Field to Fork event & Barn Dance – 10th September

PTC Fitness Event – 18th September

Bingo – 21st September 2pm-4pm

Cinema – Top Gun, Maverick - 21st September 7.30pm

Wrestling – 8th October 7.30pm

Upcoming notable dates:

Battle of Britain – 15th September 2022

World Alzheimer’s Day – 21st September

National Fitness Day – 21st September

1. **CCE206 PUBLIC QUESTIONS**

No public questions

1. **CCE207 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Cllr Sanderson was absent.

Cllr Symonds was noted as absent initially, however arrived at 19:32.

1. **CCE208 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

1. **CCE209 TO ADOPT THE MINUTES OF 12TH JULY 2022**

Proposed by: Cllr Veck. Seconded by: Cllr Harris.

The minutes of the above meeting were **resolved and adopted**.

1. **CCE210 TO NOTE THE BUDGETARY UPDATE & START CONSIDERING 2023/24 BUDGETARY REQUIREMENTS**

This report was **noted**.

*Cllr Symonds arrived at 19:32*

1. **CCE211 TO RECEIVE ADDITIONAL COUNCILLOR NOMINATIONS FOR CCE TFG & PEACEHAVEN HISTORY TFG**

Sue Moscatelli informed the Committee that during a recent meeting of the Community Events TFG it was discussed that it may be beneficial to have more Councillors join the group.

Sue then also informed the Committee that 4 local residents have expressed an interest in joining the Peacehaven History TFG, and that whilst this group has been dormant for sometime it would be good to start meetings again.

Cllr Hill volunteered to join the Community Events TFG

Cllrs Symonds, Harris, and Duhigg, with support from Sue Moscatelli would form the new meetings for the Peacehaven History TFG. Sue Moscatelli will also approach the residents who had expressed an interest in joining, and Cllr Griffiths, who was part of the previous Peacehaven History TFG.

1. **CCE212 TO NOTE AND APPROVE CLIMATE CHANGE CONSIDERATIONS WITHIN THE CCE COMMITTEE**

Cllr Seabrook reported that this was something discussed at Full Council, and that when reports are completed for Committees, the climate change consideration section of the report should always be completed and considered.

It was proposed that the Committee approve this.

Proposed by: Cllr Harris. Seconded by: Cllr Veck.

The Committee **resolved** to **approve** the consideration of climate change on future reports.

1. **CCE213 TO DISCUSS A WARMER HAVENS FOR PEACEHAVEN RESIDENTS**

Cllr Seabrook informed the Committee that he has recently spoken with Cllr James MacCleary of Lewes District Council, who is championing a scheme of ‘Heat Banks’, so that people have somewhere to go to get warm free of charge, during this winter.

Cllr Seabrook would like to develop this idea into a Warm Havens scheme, where Community House is open 4 days a week (in addition to current activities that already take place) for people to keep warm, with hot drinks also available. Cllr Seabrook would also like the usual Christmas shut down of Community House to be deferred until later in the year.

There was a lengthy discussion on this which concluded with the proposal that the Committee calls an extraordinary meeting of the CCE Committee, and invite other stakeholders to attend, at a date to be advised, to receive an Officers report, for further discussion, approval, and agree the setting up of a Haven of Warmth.

Proposed by: Cllr Veck. Seconded by: Cllr Seabrook.

The Committee **resolved** to **agree** to this proposal.

1. **CCE214 TO DISCUSS MAYORAL ROLE IN CONNECTION WITH PTC EVENTS**

The Chair informed the Committee that she had asked for this item to be put onto the agenda as now that the Marketing and Civic Officer role has been split into the responsibilities of different Officers, there needs to be a defined Officer leading on each event.

Cllr Symonds stated that from a Councillor point of view the events that have taken place have been really positive, well received by the Community, and that the feedback from residents has been lovely.

The Committee discussed in detail the role of each Officer in relation to events, and concluded that they would like to see an action plan in place for events that will note which officer is responsible for which events.

*Cllr Symonds left the meeting at 20:34*

1. **CCE215 TO RECEIVE A VERBAL UPDATE ON FIELD 2 FORK WORKSHOP & BARN DANCE 10TH SEPTEMBER 2022**

George Dyson reported that the Field 2 Fork workshops are all ready to go on 10th September, the workshops are all free to attend and local organisations including the Horticultural Society, SCDA, and Havens Community Hub are leading workshops.

The barn dance is also all organised, and everything in place for the event.

Ticket sales for both the Field 2 Fork and the Barn Dance have been slow though, and we are doing a big marketing push on both now to try to increase numbers.

George also extended thanks to the Community Events TFG for their support in planning the events, to Cllr Veck for helping organised the food, and to all the Councillors who have volunteered time for on the day.

The Committee **noted** this verbal report.

1. **CCE216 TO RECEIVE A VERBAL UPDATE ON MAYORS FITNESS WEEK**

George Dyson informed the Committee that the Mayors Fitness Day will be taking place on Sunday 18th September – right at the start of Fitness Week. We have had a great response from local instructors volunteering their time to run a session, and are working closely with Wave Leisure who also have plans to celebrate Fitness Week.

The event will be completely free to attend, and is being held at the Hub. The day is planned with something for everyone, including children, and those with limited mobility.

The Committee **noted** this verbal report.

1. **CCE217 TO NOTE CIVIC UPDATE ON MAYOR, CHARITIES, & FUTURE EVENTS**

George Dyson reported to the Committee that in addition to the updates provided in items CCE215 and CCE216, there is also the upcoming Wrestling, Youth Mayor elections, and remembrance service.

The Committee also discussed that it would be nice to investigate the possibility of having a Christmas Carol service this year, as this has not happened since pre-COVID.

The Committee **noted** this verbal report.

1. **CCE218 TO DISCUSS AND AGREE ACTION FOR THE WORLD’S BIGGEST MCMILLAN COFFEE MORNING ACTIVITY ON 30TH SEPTEMBER 2022**

Sue Moscatelli explained to the Committee how a McMillan Coffee Morning works, and that she would like to investigate the possibility of Peacehaven Town Council hosting one this year.

Karen Bray then informed the Committee that one will already be taking place at Community House which the Horticultural Society are hosting.

1. **CCE219 TO RECEIVE APPROVAL TO PROCEED WITH HALLOWEEN NATURE TRAIL FOR CHILDREN 29TH OCTOBER 2022**

Sue Moscatelli informed the Committee that she would like to put on a Halloween nature trail where Children can find things hidden in the park, and some additional activities, such as a wordsearch that they can do – it will be a nice Halloween event, and something a bit different to just Trick or Treating.

Karen Bray suggested that it would probably not be a good idea to run this event at Centenary Park due to the amount already in the park on a Saturday, such as Football and Park Run.

The Committee discussed, and felt that the Oval would be a better location for the event.

It was proposed that the Committee agree to the Halloween Nature Trail being run on 29th October.

Proposed by: Cllr Harris. Seconded by: Cllr Hill.

The Committee **resolved** to **agree** to this proposal.

1. **TO NOTE CHRISTMAS PROPOSAL FROM TRACY PICKETT**

Sue Moscatelli provided a brief update to the Committee about which rooms of Community House had been booked for the Christmas event, and informed the Committee that in addition to the hire costs, a donation to the Mayor’s charities would also be made.

The Committee **noted** this report.

1. **TO NOTE CONTINUATION OF BRAND GUIDELINES/ WEBSITE/ SOCIAL MEDIA’S TONE OF VOICE WITH REFERENCE TO EVENT POSTERS**

Sue Moscatelli informed the Committee that she and Lisa Hayward have been working on Peacehaven Town Council brand guidelines, which are due to be presented internally on 14th September, and will be presented to Full Council once they are completed.

The Committee **noted** this verbal report.

1. **TO NOTE ONGOING FUNDRAISING OPPORTUNITIES**

Sue Moscatelli informed the Committee that she hopes to be able to include some money in next years budget for the Summer Fair, but that she would also like to conduct some additional fundraising activities to go towards the cost of the Fair and other events that Peacehaven Town Council hosts.

Sue is planning on a Vinted online shop, a bring and buy sale, book sale, swap shop, online jumble sale, and a children’s pantomime in conjunction with the Youth Mayor

The Committee added that holding some Tea Dances to fundraise would be a nice idea.

The Committee **noted** this verbal report.

1. **TO AGREE AND APPROVE 8TH JULY AS DATE FOR THE 2023 SUMMER FAIR**

Sue Moscatelli informed the Committee that she has checked with other local Councils to ensure there are no clashes of dates for the Summer Fair, and that most of the surrounding areas have said that they do not plan to hold one at all in 2023.

It was proposed that the Committee accept the 8th July as the date for the 2023 Summer Fair.

Proposed by: Cllr Hill Seconded By: Cllr Veck

The Committee **resolved** to **approve** this proposal.

1. **TO NOTE THE UPDATED EVENTS CALENDAR**

The Committee **noted** the events calendar.

The next meeting of this committee was confirmed for 25th October 2022.

*There being no further business the meeting ended at 21:20.*