



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 17 May 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, Cllr Lucy Symonds, Cllr Katie Sanderson.

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

Public: There were no members of the public present

1. CCE176 CHAIRMAN'S ANNOUNCEMENTS

The Chair congratulated Cllr Seabrook on his appointment as Deputy Mayor and wishes him every success in the coming mayoral year. The Chair informed the meeting of the following events ;

- 22 May – Cinema 'Downton Abbey' £6 entry
- 25 May – Bingo 2-4pm
- 26 May – Annual Town meeting including keynote speech by Lloyd Russell Moyle MP
- 29 May – War memorial tidy up
- 2 June – Queens jubilee Beacon Lighting 9.15 start and 9.45 Lighting at War Memorial – all details on Councils web-site
- 5 June – Jubilee tea party at Kempton House 2-4pm £7 – contact Sue at Kempton House for tickets
- 9, 10 & 11 June Lights over London – Peacehaven Players
- 9 July - Summer Fair 11- 4pm Centenary Park – more details on website

2. CCE177 PUBLIC QUESTIONS

There were no members of the public in attendance

3. CCE178 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Hill. Cllr Griffiths substituted for Cllr Hill.

4. CCE179 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Griffiths, Cllr Duhigg and Cllr Harris as a members of coffee mornings.

5. CCE180 TO ELECT A VICE CHAIRMAN FOR THE COMMITTEE

Cllr Duhigg nominated Cllr Veck and this was seconded by Cllr Simmons and supported by all members of the Committee.

6. CCE181 TO SELECT MEMBERS TO SERVE ON THE COMMUNITY EVENTS TASK & FINISH GROUP

All Councillors agreed for this group at Annual Council meeting and in addition Cllr Hill & Cllr Veck.

7. CCE182 TO SELECT MEMBERS TO SERVE ON THE PEACEHAVEN HISTORY TASK & FINISH GROUP

This was discussed at the last meeting of this Committee (see agenda item CCE174) further work to be carried out By Sue Moscatelli and a further report would be brought back to this **Committee at a later date. Action : Sue Moscatelli**

8. CCE183 TO ADOPT THE MINUTES OF 19th APRIL 2022

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

9. CE184 TO NOTE THE BUDGETARY UPDATE

The update was noted.

Cllr Seabrook questioned what the budget item London Bridge was. Sue Moscatelli informed the meeting that London Bridge is the call word that will be used when the Queen passes and the agreed National action plan is put into place.

Sue informed the Committee that a new Deputy Town Clerk/Civic Officer has been appointed and would take over this role once in place

10. CCE185 TO REVIEW THE COMMITTEES TERMS OF REFERENCE

These were reviewed and it was agreed that the following sentence would be added to the Terms of Reference:

The manage and oversee the safe delivery of all community events carried out by the Town Council.

11. CC186 TO RECEIVE AN UPDATE FROM SUE MOSCATELLI ON ACTION POINTS FROM PREVIOUS MEETING

Sue Moscatelli updated the meeting as follows in italics and stated that all appropriate Terms & Conditions Hire would be updated as appropriate.

- 25's only for DJ's as it could be aged discriminatory – ***over 18s can be DJ's and if night club need to be aged 21 ...all equipment must be PAT Tested and DJ has valid insurance.***
- Check public liability £2 million cover with insurer as it is thought this should be £4 million - ***£2 million is adequate cover.***
- Check that we have a licence for the Hub – ***no licence required however if hirers want to sell /serve alcohol they will need to obtain a licence from Lewes District Council.***
- State on terms of conditions the Councils single plastic use policy and point this out with reference to the use of balloons – ***T&C's to be updated as discussed***
- 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. ***LDC's Environmental Health officers attended and gave the kitchen(s) a five star rating (thanks were recorded and will be passed on to Caretaking staff) stating that a max of 4 people could be in kitchen at any one time.***

In addition Sue informed the committee that there are a wealth of new Food Hygiene and Health & Safety regulations to be considered with many forms to complete and these need to be simplified and added to our Hirers Terms & Conditions including :

- food that is brought which will require hirers to be registered food suppliers,
- a poster identifying food 14 allergens need to be provided and clearly displayed,
- hirers would need to maintain and keep a management log when using the kitchen,
- an accident book should be available,
- any accidents reported need to be registered under RIDDOR regulations

After some discussion it was agreed that the Town Council would organize a forum and invite all hirers to meet with the Council and if possible, Lewes District Council – Environmental Health to discuss the regulations and to answer any queries they may have. It was agreed that the Town Council would try and simplify procedures to ensure the smooth running of our facilities for hirers. **Action: Sue Moscatelli**

12. CCE187 TO NOTE ACTION IN RELATION TO THE NEW MAYOR AND RECEIVE THE CIVIC OFFICERS UPDATE

Sue Moscatelli read out the list of planned Mayors events that were noted.

Cllr Duhigg stated that it was a great start to the mayoral year but requested that all the events attended by the Mayor or Deputy Mayor should be stated on Full Council agenda and on our website so that the residents of Peacehaven were aware of the range of duties and activities that is carried out. This was fully supported by the Committee and it was agreed that this should be discussed at the next full Council meeting. **Action: Sue Moscatelli/Town Clerk**

13. CC188 TO NOTE ARRANGEMENTS FOR THE JUBILEE BEACON LIGHTING

The arrangements were noted and Sue thanked for her work.

Sue Moscatelli informed the meeting of the arrangements for the event and that invites have been sent out to appropriate schools, businesses, organisations and community groups and confirmed that the arrangements would be posted on website, social media and press releases will be issued nearer the date.

14. CCE189 TO NOTE THE UPDATED EVENTS CALENDAR

The events calendar was noted and welcomed.

Sue Moscatelli informed the meeting that the last cinema was cancelled due to lack of ticket sales and as a result it was decided that we would review the Cinema and the regular Bingo sessions which has also suffered lack of take up. However, Summer Fair looking promising with 45 stalls lined up, with pony rides, however still looking for further sponsorship for the event. It was agreed that a meeting of the task and finish group need to be set up urgently to discuss the events and it was agreed that Karen Bray would organize meeting date. **Action: Karen Bray**

Cllr Seabrook would like to include a sustainable fashion show later in the year but further discussions are required with the school.

The meeting ended at 8.30pm

DATE OF NEXT MEETING OF THE COMMITTEE – 12th JULY 2022

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 110 Civic Events | | | | | | | |
| 1331 Mayors All - prev yr unspent | 789 | 0 | (789) | | | 0.0% | |
| Civic Events :- Income | 789 | 0 | (789) | | | | 0 |
| 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 | 0 | 3,170 | 3,170 | 0 | 3,170 | | 0 |
| 4331 Mayor's Allowance | 313 | 1,500 | 1,187 | | 1,187 | 20.9% | |
| 4332 Mayor's Reception | 0 | 1,200 | 1,200 | | 1,200 | 0.0% | |
| 4335 Civic Expenses | 583 | 1,000 | 417 | | 417 | 58.3% | |
| 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 | 896 | 5,800 | 4,904 | 0 | 4,904 | 15.4% | 0 |
| Net Income over Expenditure | (106) | (8,970) | (8,864) | | | | |
| 120 Marketing | | | | | | | |
| 1048 E-News Advertising | 0 | 500 | 500 | | | 0.0% | |
| 1049 Banner Board | 800 | 4,000 | 3,200 | | | 20.0% | |
| 1301 Filming | 100 | 4,000 | 3,900 | | | 2.5% | |
| Marketing :- Income | 900 | 8,500 | 7,600 | | | 10.6% | 0 |
| 4352 Annual Report | 0 | 200 | 200 | | 200 | 0.0% | |
| Marketing :- Direct Expenditure | 0 | 200 | 200 | 0 | 200 | 0.0% | 0 |
| 4328 Website | 0 | 3,250 | 3,250 | | 3,250 | 0.0% | |
| 4329 Advertising | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4330 Newsletter | 0 | 500 | 500 | | 500 | 0.0% | |
| Marketing :- Indirect Expenditure | 0 | 4,750 | 4,750 | 0 | 4,750 | 0.0% | 0 |
| Net Income over Expenditure | 900 | 3,550 | 2,650 | | | | |
| Grand Totals:- Income | 1,689 | 8,500 | 6,811 | | | 19.9% | |
| Expenditure | 896 | 13,920 | 13,024 | 0 | 13,024 | 6.4% | |
| Net Income over Expenditure | 794 | (5,420) | (6,214) | | | | |
| Movement to/(from) Gen Reserve | 794 | | | | | | |

Agenda Item: CCE201

Committee: Civic & Community Events Committee

Date: 3rd July 2022

Title: To agree Christmas Proposal 2022

Report Authors: Events, Amenities and Projects Officer

Purpose of Report: To agree Christmas Proposal from Tracey Pickett

Summary of recommended actions:

To host the Christmas Event at Community House on Saturday 26th November 2022. Tracey has requested to use Community House Main Hall, The Foyer and will also use Kirstie's and the Meridian Centre. She would provide coffee/mince pies, sell from the stalls and also provide Father Christmas/Gifts for the Children. This would be rental income for PTC

Background

Tracey managed the last Christmas event which, I am told, was hugely successful and serviced the community well.

Recommendations

I recommend we accept this proposal.

Implications

Again, the event would not be hosted by PTC but by a third party. However, in light of how hard sponsorship has been for the annual summer fair, it would be financially difficult to host an event this year. This would ease the burden on Officers to find sponsorship but also, in light of new Officers now on board, it would provide time to devise a bigger and better event next year in Community House, allowing time to consult with residents, external agencies/charities on what activity is required as well as working in partnership with the Mayor and Councillors. In light of the rebuild of the Meridian Centre, this would be the last year for Tracey to host the event and she would be told this at booking. An implication would be funds for the Mayor's Charities but we could ask Tracey to donate a percentage of any income to compensate.

The Town Council has a duty to consider the following implications:

| | |
|--|--|
| <u>Financial</u> | Proceeds for the Mayor's Charities may be less but this could be compensated by a further donation from Tracey |
| <u>Legal</u> | |
| <u>Environmental and sustainability</u> | |
| <u>Crime and disorder</u> | |
| <u>Climate</u> | |

Appendices/Background papers

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) | 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 (9.45pm 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) | EAPO, IO, CO | Implement & Social M | Ongoing |
| Jul-22 | Armed Forces Day | PO & CO | Flag raised and Social M | Ongoing |
| | Bingo (29th) | EAPO, IO, CO | Implement & Social M | Ongoing |
| | 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 |
| Aug-22 | Bingo (27th) | EAPO, IO, CO | Implement & Social M | Ongoing |
| | Bingo (17th) | EAPO, 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 |
| | Mayor's Fitness Challenge | Cllr Symonds | Events in week running up to 23rd | Discuss with Cllr Symonds |
| | Bingo & Cinema (27th) | EAPO, IO, CO | Implement & Social M | Ongoing |
| | Mayor's Civic Reception | CO | TBA | To be discussed |
| Oct-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 |
| Dec-22 | Bingo (15th) | EAPO, IO, CO | Implement & Social M | Ongoing |
| | Christmas Fair | Events Working Party | Tracey to organise | TBA to discuss at WP |
| | Community Winter Festival | Events Working Party | Carol concert, lights | TBA |
| | | | | |

Agenda Item: CCE204

Committee: Civic and Community Events.

Date: 1st July 2022

Title: Mayoral Social Media Accounts

Report Authors: George Dyson

Purpose of Report: To decide

Introduction

In order to increase the online presence of the Mayor of Peacehaven, we are looking to expand the Mayor's social media accounts (PeacehavenMayor) to include Facebook and Instagram accounts, rather than just the Twitter that we currently use.

Background

The Mayor of Peacehaven's Twitter account currently has 755 people following¹, and in the 28 days preceding the date of writing this report had 1,930 people see the Tweets that are sent out from the account. According to a 2022 You Gov survey² Twitter is ranked as the 5th most popular Social Media site – well behind Facebook and Instagram³. Only using Twitter for the Mayor's social media presence holds back the engagement and awareness that could be achieved.

¹ Correct at time of writing – 01/07/2022.

² <https://yougov.co.uk/ratings/technology/popularity/social-networks/all>.

³ Facebook and Instagram ranked 1st and 2nd respectively.

Analysis

Whilst the Mayor does get some exposure on the Peacehaven Town Council social media sites, it is not always appropriate for the Council's own social media accounts to be posting the quantity of posts solely about the Mayor and their work, as any Mayoral posts have to be balanced against other priorities of the council.

This means that the pre and post Mayoral event coverage is sometimes limited, or delayed longer than we would like.

Having the Mayor's own account posting information also allows the post to be written in first person, which generally makes the post more coherent, personal, and engaging than a post being written in a third person narrative.

Having a Mayor's social media account separate to that of Peacehaven Town Council would not detract from the postings of the Town Council's own social media, as posts would be shared bi-laterally from both, most likely increasing exposure for the Town Council.

Workload is also unlikely to be negatively impacted by this, as the posts are being written for the Mayor's Twitter account already, so a simple copy and paste approach could be used for content going onto other social media accounts, the time difference for this versus what we are currently doing would be negligible.

Conclusions

We feel, and hope that this report has demonstrated, that a Mayor's Facebook and Instagram page would be mutually beneficial to both the Mayor or Peacehaven and Peacehaven Town Council in engaging with and reaching more members of the community.

Recommendations

The committee are asked to:

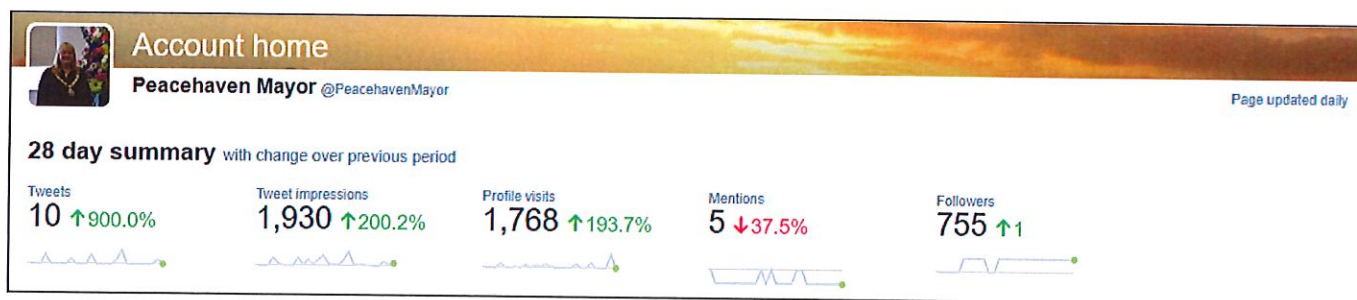
1. Approve the creation of a Mayor of Peacehaven Facebook page.
2. Approve the creation of a Mayor of Peacehaven Instagram page.

Implications

The Town Council has a duty to consider the following implications:

| | |
|---|--|
| <u>Financial</u> | |
| <u>Legal</u> | |
| <u>Environmental and sustainability</u> | |
| <u>Crime and disorder</u> | |
| <u>Climate</u> | |

Appendices/Background papers



Peacehaven Mayor

@PeacehavenMayor

If you wish to send an invite please contact PTC, I would love to hear from you.
Comments are not those of PTC, thanks for your support. Cllr.Lucy Symonds

📍 Peacehaven Town Council 🌐 peacehaventowncouncil.gov.uk

📅 Joined July 2011

260 Following 755 Followers