



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 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

2. CCE206 PUBLIC QUESTIONS

No public questions

3. 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.

4. CCE208 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. 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**.

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

This report was **noted**.

Cllr Symonds arrived at 19:32

7. 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.

8. 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.

9. 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.

10. 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

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. CCE220 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.

17. CCE221 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.

18. CCE222 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.

19. CCE223 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.

20. CCE224 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.

Detailed Income & Expenditure by Budget Heading 18/10/2022

Month No: 7

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							
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	32	500	468		468	6.5%	
4350 Mayors Badge	0	700	700		700	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	32	3,170	3,138	0	3,138	1.0%	0
4331 Mayor's Allowance	468	1,500	1,032		1,032	31.2%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	320	1,000	680		680	32.0%	
4336 Civic Service	47	500	453		453	9.3%	
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	835	5,800	4,965	0	4,965	14.4%	0
Net Income over Expenditure	(78)	(8,970)	(8,892)				
120 Marketing							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	1,960	4,000	2,040			49.0%	
1301 Filming	100	4,000	3,900			2.5%	
Marketing :- Income	2,060	8,500	6,440			24.2%	0
4352 Annual Report	0	200	200		200	0.0%	
Marketing :- Direct Expenditure	0	200	200	0	200	0.0%	0
4328 Website	825	3,250	2,425		2,425	25.4%	
4329 Advertising	674	1,000	326		326	67.4%	
4330 Newsletter	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	1,499	4,750	3,251	0	3,251	31.6%	0
Net Income over Expenditure	561	3,550	2,989				
Grand Totals:- Income	2,849	8,500	5,651			33.5%	
Expenditure	2,366	13,920	11,554	0	11,554	17.0%	
Net Income over Expenditure	483	(5,420)	(5,903)				
Movement to/(from) Gen Reserve	483						

CIVIC & EVENTS

110 **Civic Events**

	2022/23 Budget	Draft 2023/24 Budget	% Change
4331 Mayor's Allowance	1,500	1,500	0.0%
4332 Mayor's Reception	1,200	1,000	-16.7%
4335 Civic Expenses	1,000	1,200	20.0%
4336 Civic Service	500	500	0.0%
4338 Remembrance Services	1,100	550	-50.0%
4339 London Bridge	500	500	0.0%
4348 Civic Gifts, visits & events	1,470	0	-100.0%
4349 Civic Training	500	500	0.0%
4350 Mayors Badge	700	700	0.0%
4351 Youth Mayor	500	500	0.0%

Civic Expenses: Expenditure	8,970	6,950	-22.5%
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Net Expenditure over Income

8,970	6,950	-22.5%
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120 **Marketing**

4328 Website (include Browsealoud)	3,250	2,500	-23.1%
Adhoc Events	0	300	#DIV/0!
4306 Printing	0	300	#DIV/0!
4329 Advertising	1,000	700	-30.0%
4352 Annual Report	200	100	-50.0%
4330 Newsletter	500	0	-100.0%

Marketing: Expenditure	4,950	3,900	-21.2%
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1048 E-News advertising	500	100	-80.0%
1301 Filming	4,000	2,000	-50.0%
1049 Banner Board Income	4,000	2,500	-37.5%
1300 Donations Received	0		#DIV/0!

Marketing: Income	8,500	4,600	
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Net Expenditure over Income

-3,550	-700	-80.3%
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430 **Summer Fair**

Event costs	0	2,000	
4329 Advertising	900	500	
4500 Event Staff Overtime	1,150	1,500	
4900 Miscellaneous Expenses	1,200	1,200	

Summer Fair: Expenditure	3,250	3,200	
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1045 Event Sponsorship	500	500	
1046 Stall Income (Events)	1,500	1,500	
1094 Other Customer & Client Receipts	800	1,000	

Summer Fair: Income	2,800	3,000	
Net Expenditure over Income	450	200	
440 Christmas Market			
4329 Advertising	300	300	
4500 Event Staff Overtime	1,000	1,000	
tbc Carol Concert	160	160	
4900 Miscellaneous Expenses	700	700	
Christmas Market: Expenditure	2,160	2,160	
1045 Event Sponsorship	500	800	
1046 Stall Income (Events)	1,000	1,000	
1094 Other Customer & Client Receipts	300	360	
Christmas Market: Income	1,800	2,160	
Net Expenditure over Income	360	0	
CIVIC & EVENTS: Total Expenditure	18,970	16,210	-14.5%
CIVIC & EVENTS: Total Income	13,100	9,760	
Net Expenditure over Income	5,870	6,450	9.9%

Agenda Item: CCE232

Committee: CCE

Date: 14th October 2022

Title: Review of Wrestling – 8th October 2022

Report Authors: George Dyson

Purpose of Report: To note and agree format for future Wrestling events

Introduction

Wrestling has been a regular fixture at Peacehaven Town Council since 2013, usually happening twice per year. The event is put on in order to raise funds for the Mayor's charities.

Background

The set up for Wrestling is that PTC pays £650 to a third party Wrestling company to put on the event, PTC then sells tickets and advertises the event and keeps any profit on the ticket sales. The event also makes use of the kitchen and foyer to sell food and drinks, as well as a raffle – profits from which are also retained by PTC for the Mayor's charities.

Analysis

The last Wrestling event (8th October 2022) made approx. £276 profit (combined profit of food/drink sales, ticket sales, and raffle). This profit however, does not consider all the Marketing costs of the event (printing of posters, Officer time spent on producing the marketing material), and crucially does not include covering the cost of any facility hire, which if we were hiring out the same space used for the wrestling would have cost the hirer £305.

Conclusions

When taking the cost of facilities being used for the Wrestling into consideration, the most recent event would have made a loss. The current set up for the Wrestling also means that PTC assumes all the risk as if ticket sales are low PTC would still have the same outgoing costs.

By hiring the space to the Wrestling company and letting them make all other arrangements PTC would reduce this risk, and receive set income from the facility hire.

Recommendations

The committee are asked to:

- Discuss and agree the arrangement for future Wrestling events.

Implications

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

<u>Financial</u>	Profit from last Wrestling event was about £276, by hiring the space out and relinquishing control of the event PTC would hire the space and around £305.
<u>Legal</u>	Would need risk assessments/ food safety info from hirer.

<u>Environmental and sustainability</u>	Ensuring that hirer adheres to PTC policies around single use plastics if using the kitchen space.
<u>Crime and disorder</u>	None
<u>Climate</u>	None

Appendices/Background papers

Agenda Item: CCE233

Committee: CCE

Date: 17th October 2022

Title: Review of Bingo

Report Authors: George Dyson

Purpose of Report: To discuss monthly Bingo at Community House

Introduction

Bingo takes place each month at Community House, it is an event to raise money for the Mayor's Charities and attracts around 20 people to each event.

Background

The Bingo costs £4 for 8 games and offers cash prizes of £5 for a line and £20 for a full house. Snowball and Flyer games are also available, along with a raffle and free tea/coffee and biscuits are provided. To break even on the main game prizes alone, at least 50 sets of 8 games must be sold.

Analysis

Overall, the Bingo just about breaks even, some weeks making a small loss, other weeks a small profit, however, staff time is not taken into consideration – Bingo takes up to 3 hours of the Information and Booking Officers time to run, around 45 minutes for caretakers to set up, and if there is no volunteer caller, 2 hours of another staff members time to do the calling.

For many of the people who do come to play the bingo it is an occasion that they look forward to and has tremendous social value.

For the event to run efficiently, at least 4 persons are required to help with the event (caller, call backer, and 2 front of house to sell tickets, run raffle, and kitchen).

Conclusions

When taking into account staff costs, Bingo is running at a substantial financial loss, and although there is a strong argument that this is offset by the social value to the community, PTC has to be accountable for the costs of the events we put on and in order for Bingo to be a sustainable event either more regular volunteers will be needed to run it or we may need to look at outsourcing to another organisation.

Recommendations

The committee are asked to:

- Discuss the provision of Bingo at PTC.

Implications

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

<u>Financial</u>	Cost of staff time in running Bingo.
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<u>Legal</u>	None.
<u>Environmental and sustainability</u>	None.
<u>Crime and disorder</u>	None
<u>Climate</u>	None

Appendices/Background papers

Agenda Item: CCE235

Committee: Civic and Community Events

Date: 25th October 2022

Title: Bi-Annual Summer Fair

Report Authors: Sue Moscatelli

Purpose of Report: To approve a Bi-Annual Summer Fair

Summary of recommended actions

To approve a bi-annual summer fair, with Peacehaven organising one year and Telscombe Cliffs the other year

Introduction

Both towns organise a summer fair around the same time in July, with usually the same residents and same sponsors. With the current climate and lack of sponsorship, Telscombe Cliffs Council has suggested that each Town hold the fair bi-annually.

Background

The Peacehaven summer fair is a large event which takes place in July. This year, following Covid, it was particularly difficult to find sponsorship to host the event, with the lottery providing £2k at the last minute. We had over 71 stalls, bars and food stands which contributed to our income totalling a profit of £1,500, taking into account staff overtime. When applying for sponsorship, many local companies had already supported TC who had the fair a week before Peacehaven. Staff are requested to work, although not in their contracts, and overtime is paid at time and a half

Implications

- We would only host a summer fair every 24 months
- Income would decrease
- We would need to organise a summer event of some kind for our residents
- There would be a perceived lack of the Council organising an event for the residents

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

<u>Financial</u>	Decrease in income
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Civic and Community Events Plan						
Month / Date	Event	Time	Where	Action	Organiser	
29th October 2022	Spooktacular Tricky Trail	11.00-13.00am	The Oval	A halloween event for Chidren (FOC)	Sue Moscatelli	
29th October 2022	Barn Dance	18.30-22.30pm	Community House	Barn Dance (Ticketed)	George Dyson	
11th November 2022	Armistice Day	11.00-11.30pm	Memorial	2 Minutes silence	George Dyson	
13th November 2022	Remembrance Sunday	10.00am-12.00pm	The Joff/Memorial	Parade / Memorial Service	George Dyson	
26th November 2022	Christmas Market	All Day	Community House	Tracey organising - Civic in Grotto	George Dyson	

