



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 12th July 2022 at 7.30pm

Present: Cllr Lynda Duhigg (Chair), Cllr Wendy Veck (Vice Chair), Cllr Lucy Symonds, Cllr David Seabrook, Cllr Sue Griffiths, Cllr Katie Sanderson.

Officers: George Dyson (Deputy Town Clerk & Civic Officer); Sue Moscatelli (Events, Amenities and projects Officer).

Two members of the public were in attendance.

1. CCE190 CHAIRMAN'S ANNOUNCEMENTS

The Chair welcomed everyone and went through the building fire procedures, then introduced George Dyson to the committee and presented him with his ILCA certificate and congratulated him on this achievement.

The Chair informed the meeting of the following upcoming events:

20th July – Cinema showing Operation Mincemeat
27th July – Bingo 2-4pm.

2. CCE191 PUBLIC QUESTIONS

Frank Flood (West Ward) informed the committee that he and Alison Beaumont (East Ward) were present on behalf of the Friends of Peacehaven & Telscombe Library and were particularly interested in agenda item CCE196 as items of local historical interest are currently displayed in the library and some items stored in the Keep. Both felt it important to ensure that these items are kept in the local area and expressed an interest in joining the task and finish group as per agenda item CCE196.

3. CCE192 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received from Cllr Harris, Cllr Simmons, and Karen Bray (Information and Bookings Officer).

Cllr Griffiths substituted for Cllr Simmons.

Cllr Veck was noted as absent initially, however arrived at 19:50.

4. CCE193 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE194 TO ADOPT THE MINUTES OF 8TH FEBRUARY 2022

Proposed by: Cllr Griffiths. Seconded by: Cllr Sanderson.

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

6. CCE195 TO NOTE THE BUDGETARY UPDATE

This report was **noted**.

7. CCE196 TO NOTE TO SELECT MEMBERS TO SERVE ON THE PEACEHAVEN HISTORY TASK AND FINISH GROUP (SEE AGENDA ITEM CCE174 & CCE182) – SUE MOSCATELLI

Sue Moscatelli informed the Committee that this item has come up on the previous two agendas of this Committee (items CCE174 and CCE182), and that the previous outcome was to return to the item at a later date.

After a discussion, it was proposed that a task and finish group be set up to investigate the setting up of a historical society.

Proposed by: Cllr Griffiths. Seconded by: Cllr Seabrook.

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

8. CCE197 – TO NOTE A VERBAL UPDATE ON T&C'S FOR COMMUNITY HOUSE AND THE HUB – SUE MOSCATELLI

Sue Moscatelli informed the Committee that the T&Cs for Community House and the Hub are close to being finalised, and will include certain hirers needing to complete risk assessments.

This report was **noted** by the Committee.

9. CCE198 TO RECEIVE A VERBAL UPDATE ON PEACEHAVEN COMMUNITY SUMMER FAIR – SUE MOSCATELLI

Sue Moscatelli reported to the Committee that the fair went well with over 70 stalls in attendance plus the car boot sale, stud farm, and cycle hub. Some of the stalls have already enquired about pitches for next year. Early estimates suggest that there is a surplus of around £1,300 to go towards the Mayor's charities.

The Committee discussed that some training for staff and volunteers in customer service and other soft skills might be useful for future events.

Cllr Symonds gave thanks to the officers, staff, ground staff, and Councillors for their hard work in pulling off such a well-attended and fantastic event.

Cllr Veck also gave her thanks to everyone involved.

The Chair added her thanks to Sue and the team for their hard work.

The Committee **noted** the verbal report.

10. CCE199 TO NOTE CONTROL OF EVENTS BETWEEN PTC COMMUNITY AND MAYOR CIVIC - SUE MOSCATELLI / GEORGE DYSON

Sue Moscatelli and George Dyson explained that their roles had some overlap in roles and responsibilities, particularly in relation to Civic events, but this was being managed between them.

It was suggested that the Committee be kept updated with who is the primary contact for each event being organised.

The Committee were also informed that Leigh O'Loughlin (Communications Officer) has now left employment at the Council. The communications role will be covered by other Officers with the support of an external contractor until the role can be filled.

The Committee **noted** this report.

11. CCE200 TO NOTE CIVIC UPDATE ON MAYOR, CHARITIES & EVENTS (SEE AGENDA ITEM CCE187) – GEORGE DYSON

George Dyson reported that the Mayor and Deputy Mayor had a busy schedule the past few weeks, and that there are a number of planned Civic events coming up throughout the rest of this year, including:

10th September – Community workshops & Barn dance

21st September – Fitness Day

8th October – Wrestling

28th October – Civic Reception

The Youth Mayor elections are also planned to take place in September, pending discussions with PCS.

The Committee **noted** this report.

12. CCE201 TO AGREE CHRISTMAS PROPOSAL 2022 – SUE MOSCATELLI

There was a lengthy discussion on this proposal, including that clearly defined terms and conditions would need to be included with the proposed event.

It was proposed that the Committee agree the proposal in the report for the Christmas fair in 2022, and that the Town Council also plan a proper Frost Fair in early 2023.

Proposed by: Cllr Griffiths. Seconded by: Cllr Seabrook.

The Committee **resolved** by majority to the proposal, 5 Councillors were for and 2 against.

13. CCE202 TO DISCUSS COFFEE MORNINGS APPLICANTS AT COMMUNITY HOUSE - SUE MOSCATELLI

Sue Moscatelli reported to the Committee that there are a limited number of tables available in the foyer of Community House for coffee mornings, and that applicants for the coffee mornings have been told they cannot sell items in the foyer.

This was discussed by the Committee.

It was proposed that this Committee directs that the tables are fully reinstated, providing that access for disabled users is not compromised, and that it remains in line with fire regulations, including a table in front of the hatch for the sale of goods by the hirer of the kitchen for the benefit of the community.

Proposed by: Cllr Veck. Seconded by: Cllr Sanderson.

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

14. CCE203 - TO NOTE THE UPDATED EVENTS CALENDER – SUE MOSCATELLI

The Committee **noted** this report.

15. CCE204 – TO DECIDE AND APPROVE THE CREATION OF SOCIAL MEDIA ACCOUNTS FOR THE MAYOR

Following a lengthy discussion about the report, it was proposed that the recommendations in the report be accepted.

Proposed by: Cllr Veck. Seconded by: Cllr Hill.

The Committee **resolved** by majority to the proposal, 5 Councillors were for and 2 abstained.

The next meeting of this Committee was confirmed for 6th September 2022.

There being no further business the meeting ended at 21:44.

Detailed Income & Expenditure by Budget Heading 30/08/2022

Month No: 5

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	<u>789</u>	<u>0</u>	<u>(789)</u>				<u>0</u>
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</u>
4331 Mayor's Allowance	343	1,500	1,157		1,157	22.9%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	303	1,000	697		697	30.3%	
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	<u>646</u>	<u>5,800</u>	<u>5,154</u>	<u>0</u>	<u>5,154</u>	<u>11.1%</u>	<u>0</u>
Net Income over Expenditure	<u>143</u>	<u>(8,970)</u>	<u>(9,113)</u>				
120 Marketing							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	1,080	4,000	2,920			27.0%	
1301 Filming	100	4,000	3,900			2.5%	
Marketing :- Income	<u>1,180</u>	<u>8,500</u>	<u>7,320</u>			<u>13.9%</u>	<u>0</u>
4352 Annual Report	0	200	200		200	0.0%	
Marketing :- Direct Expenditure	<u>0</u>	<u>200</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>0.0%</u>	<u>0</u>
4328 Website	0	3,250	3,250		3,250	0.0%	
4329 Advertising	535	1,000	465		465	53.5%	
4330 Newsletter	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	<u>535</u>	<u>4,750</u>	<u>4,215</u>	<u>0</u>	<u>4,215</u>	<u>11.3%</u>	<u>0</u>
Net Income over Expenditure	<u>645</u>	<u>3,550</u>	<u>2,905</u>				
Grand Totals:- Income	<u>1,969</u>	<u>8,500</u>	<u>6,531</u>			<u>23.2%</u>	
Expenditure	<u>1,181</u>	<u>13,920</u>	<u>12,739</u>	<u>0</u>	<u>12,739</u>	<u>8.5%</u>	
Net Income over Expenditure	<u>788</u>	<u>(5,420)</u>	<u>(6,208)</u>				
Movement to/(from) Gen Reserve	<u>788</u>						

Agenda Item: CCE220

Committee: Civic and Community Events Committee

Date: 31 August 2022

Title: To note and agree the Christmas proposal from Tracey Pickett

Report Authors: Events, Amenities and Projects Officer

Purpose of Report: To agree

Summary of recommended actions:

To host the Christmas Event at Community House on Saturday 26th November 2022.

- to run the same as last year's very successful event
- Insurance and risk assessment in place
- Rooms to hire from PTC - main hall in meridian centre and kitchen/ foyer in meridian centre (kitchen/foyer will be operated by the charity sussex pet rescue who have all the relevant certificates available)
- Rooms to hire from managing agent- Outside co-op/Morrisons (managing agent already granted permission)
- Kirsty Blake's empty shop to be used as per last year as Santas grotto (permission already granted for alternative Empty shop if Kirsty's is unavailable at that time)
- The waiting area within the grotto will be offered to the mayor free of charge so it's a great chance to earn some valuable money for her local charities. (Chargeable activities like tombolas, face painting etc) If the mayor does not want it or is unable to run it then it will be offered to another charity.
- Music to bring the community Xmas spirit to the day (to be confirmed)
- Mayors charity raffle will be arranged by us and all profits will be given to mayors charities as we did last year.
- Special guest appearance (still to be confirmed)

Background

Recommendations

Already agreed at last committee meeting

Implications

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

[illegible]

