**DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 13th December 2022 at 7.30pm**

**Present:** Cllr Wendy Veck (Vice Chair), Cllr David Seabrook (Vice Chair of Council), Cllr Sue Griffiths.

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

No members of the public were in attendance.

1. **CCE238 CHAIRMAN’S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed everyone, and informed the Committee of the following:

• Next Bingo is tomorrow (14/12/2022) 2-4pm.

• Next Cinema is Wednesday 18th January, 7.30pm – tickets £7.

• Warm Havens is every Monday and Wednesday in Community House Foyer 09:00 – 12:30 (Closed from 26/12/2022 and reopening Monday 09/01/2023).

• Peacehaven Information Office is a drop off point for the Period Bank – any feminine hygiene products can be donated here.

• Peacehaven Evangelical Free Church have their Carols by Candlelight service on 18th December, starting at 6.30pm. All Councillors and Staff are invited to attend.

1. **CCE239 PUBLIC QUESTIONS**

No public questions

1. **CCE240 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies were received and accepted from Cllr Lynda Duhigg, Cllr Lucy Symonds, Cllr Job Harris, and Cllr Emilia Simmons.

Cllr Katie Sanderson and Cllr Gloria Hill were absent.

Cllr Sue Griffiths is substituting for Cllr Lucy Symonds.

1. **CCE241 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

1. **CCE242 TO ADOPT THE EXTRAORDINARY MEETING MINUTES OF 21ST NOVEMBER 2022**

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

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

1. **CCE243 TO NOTE THE BUDGETARY UPDATE**

There was a brief discussion about unspent London Bridge budget going into an EMR for coronation events next year, the Deputy Clerk will speak to the Finance Officer about this and, if appropriate, put on the Agenda for the next meeting.

The budgetary update was **noted**.

1. **CCE244 TO NOTE THE BARN DANCE REPORT**

The Deputy Clerk gave a brief overview of the report.

The Committee felt that the event had been a success and something that we should consider doing again, although may have to consider the format of the event in the future. The Committee thanked the Officers and Councillors involved in the event for the hard work in making the event happen.

The Committee **noted** the report.

1. **CCE245 TO NOTE THE CIVIC REMEMBRANCE SERVICE REPORT**

The Deputy Clerk gave a brief overview of the report to the Committee.

There was a brief discussion about the Armistice and Remembrance events, with the only area being highlighted still needing further improvement is the quality of the sound system being used.

The Deputy Clerk informed the Committee that a recommendation has been sought from a local company about purchasing an outdoor PA system for use at future events which is currently being considered.

The Committee **noted** the report.

1. **CCE246 TO NOTE AND APPROVE EXPENDITURE & RECEIPTS FOR WARM HAVENS**

The Committee **noted** the report.

1. **CCE247 TO REVIEW AND NOTE WARM HAVENS UPDATE REPORT**

Cllr Seabrook informed the Committee that the Warm Haven scheme has gradually been building up, with 15 people attending on Monday of this week – some of whom were returners, and that so far the scheme seems to be a success. There are a number of other local organisations now offering a Warm Haven, however, most are closing down over the Christmas period.

The Committee also discussed a possible need for some safeguarding training or guidance for Councillors supporting the scheme as some of the people attending are vulnerable. The Chair suggested a brief code of conduct for Councillors who are attending be created.

1. **CCE248 TO VERBALLY DISCUSS DISPOSAL OF FOOD WASTAGE FROM WARM HAVENS**

The Committee discussed that any food that is going out of date between Warm Haven dates be offered to the people attending the Warm Haven to take with them.

It was also felt that a compost bin should be available for any compostable food waste.

1. **CCE249 TO NOTE SCHEDULE OF WORKS AT COMMUNITY HOUSE & APPROVE THE OPENING OF WARM HAVENS ON THE 3RD JANUARY 2023.**

The Bookings and Information Officer gave a brief overview of the works that usually take place during the first week of the year at Community House and informed the Committee that she supported the opening of Warm Havens during that week.

It was proposed that the Warm Haven reopen on Wednesday 4th January 2023.

**Proposed by:** Cllr Griffiths **Seconded by:** Cllr Seabrook

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

1. **CCE250 TO RECEIVE APPROVAL TO PROCEED WITH THE CHILDRENS PARTY ON THE 16TH DECEMBER AT COMMUNITY HOUSE**

It was proposed that the Children’s party be approved to go ahead on 16th December at Community House.

**Proposed by:** Cllr Griffiths **Seconded by:** Cllr Seabrook

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

1. **CCE251 TO AGREE NEXT TASK AND FINISH GROUP DATE TO DISCUSS AND AGREE 2023 EVENTS**

It was proposed that the Mayor be consulted and asked to put forward a date for the TFG to meet in early 2023.

**Proposed by:** Cllr Seabrook **Seconded by:** Cllr Griffiths

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

The Committee briefly discussed that the future format of standing events including Bingo and Cinema would need to be considered by the TFG. The January 2023 Bingo and Cinema has already been advertised as taking place on 18th January.

1. **CCE252 TO VERBALLY DISCUSS ANY CLIMATE CHANGE CONSIDERATIONS WITH THE CCE COMMITTEE**

Cllr Seabrook reported that the only consideration from this meeting is to implement the compost bin for Warm Havens.

1. **THE NEXT MEETING OF THIS COMMITTEE WAS CONFIRMED FOR 14TH FEBRUARY 2023.**

*There being no further business the meeting ended at 20:01.*