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PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

DRAFT Minutes of the meeting of the Extraordinary Civic and Community Events Committee held in the Copper Room at Community House on Monday 21st November 2022 at 11:00am

Present: Cllr Duhigg (Chair), Cllr Seabrook, Cllr Hill, Cllr Simmons, Cllr Griffiths.

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

No members of the public were present.

1 CCE238 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 11:01, welcomed everyone and informed the meeting of the following:

- Next Bingo at Community House is 23rd November, 2 – 4pm.
- Next Cinema is also on 23rd November, which is Fisherman's Friends One and All.
- Christmas Market at Community House/ Meridian Centre is 26th November, 11am – 4pm.
- 30th November is the final day for Seahaven Community Food collections.
- 3rd December is International persons with disabilities day.

There is now a glove/hat/scarf donation box in Community House.

Lisa Hayward's last day of work for PTC is 24th November.

2 CCE239 PUBLIC QUESTION TIME

No public questions.

3 CCE240 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Veck, Cllr Symonds, Cllr Harris, and Cllr Sanderson.

Cllr Simmons was initially noted as absent, but arrived at 11:06.

These apologies were **noted**.

Cllr Griffiths is substituting for Cllr Symonds.

4 CCE241 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 CCE242 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE CIVIC AND COMMUNITY EVENTS COMMITTEE MEETING HELD ON 25TH OCTOBER 2022

Proposed By: Cllr Seabrook

Seconded By: Cllr Hill

The minutes of the meeting held on 25th October 2022 were **agreed and adopted**.

6 CCE243 TO NOTE AND APPROVE THE WARM HAVENS REPORT PROPOSAL

The Events, Amenities, and Projects Officer introduced the report about the Warm Havens Scheme, Peacehaven Town Council have been awarded £1500 to run the scheme and plan to open from 09:00 – 12:30, Mondays and Wednesdays from 30th November 2022 until 1st March 2023.

There was a lengthy discussion about the Warm Havens scheme, and the Events, Amenities, and Projects Officer answered a number of questions about how it would work.

It was proposed that the Committee accept the recommendation in the report as a minimum offering and review at the next Civic and Community Events Committee meeting after receiving feedback from the Community.

Proposed by: Cllr Seabrook Seconded by: Cllr Hill

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

Cllr Seabrook extended his thanks to the Events, Amenities, and Projects Officer, and the Deputy Town Clerk and Civic Officer for their work on the Warm Havens project so far. The Chair also reinforced the thanks to the Officers involved.

The next meeting of this Committee was **confirmed** for 13th December 2022.

There being no further business, the meeting closed at 11:51.

	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	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	<u>32</u>	<u>3,170</u>	<u>3,138</u>	<u>0</u>	<u>3,138</u>	<u>1.0%</u>	<u>0</u>
4331 Mayor's Allowance	633	1,500	867		867	42.2%	
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	314	1,100	786		786	28.6%	
4339 London Bridge	62	500	438		438	12.3%	
Civic Events :- Indirect Expenditure	<u>1,375</u>	<u>5,800</u>	<u>4,425</u>	<u>0</u>	<u>4,425</u>	<u>23.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(618)</u>	<u>(8,970)</u>	<u>(8,352)</u>				
Grand Totals:- Income	789	0	(789)			0.0%	
Expenditure	1,408	8,970	7,562	0	7,562	15.7%	
Net Income over Expenditure	<u>(618)</u>	<u>(8,970)</u>	<u>(8,352)</u>				
Movement to/(from) Gen Reserve	<u>(618)</u>						

Agenda Item: CCE244

Committee: Civic & Community Events

Date: 13th December 2022

Title: Review of Barn Dance event

Report Authors: George Dyson, Deputy Town Clerk & Civic Officer

Purpose of Report: To Note

Introduction

PTC recently ran a Community Barn Dance event – this report aims to give some information to allow the Committee to assess and review the success of the Community event.

The event had to be rescheduled due to the death of Her late Majesty.

Background

This Committee resolved to agree to run a Barn Dance on Tuesday 8th February 2022 and subsequently obtained funding for the event from the SCDA. The Barn Dance took place on Saturday 29th November 2022.

Tickets were sold at £7.50 for an adult, £5 for a junior, and £20 for a family (2+2), some tickets were also donated as raffle prizes and in competitions to promote the event. A total of 62 tickets were sold/won, which generated £302.50 in ticket sales. Tickets could be purchased online or in person.

The ticket cost included entry to the dance and a Ploughmans dinner, with a raffle and bar also available on the night, and participants invited to bring their own drink with them.

Some additional income came from the raffle and some of the straw was sold after the event.

Analysis

There was a considerable financial cost to putting on this event, with the band being the single biggest cost at £650 (including fee for rearranging the date), in addition to the decorations, food, staff costs, and marketing. The total expenditure on putting on the event came to £1219.04.

The Events, Amenities, and Projects Officer, and Deputy Town Clerk and Civic Officer, who worked the evening took TOIL rather than overtime pay for working the event which helped to keep costs down, and Cllr Veck volunteered time to run the kitchen which was invaluable.

Following the event, a short survey was sent out to attendees who had consented to contact by email, asking for feedback on the event, which was overwhelmingly positive (results in appendices).

With the funding that the SCDA provided, we are also still committed to running a field to fork style event, which we have not yet been able to reschedule.

Conclusions

The barn dance was a definite success and received wholly positive feedback from the Community, however, the event was only possible due to the funding received from the SCDA and would have made a considerable loss based on ticket sales alone.

Recommendations

The committee are asked to:

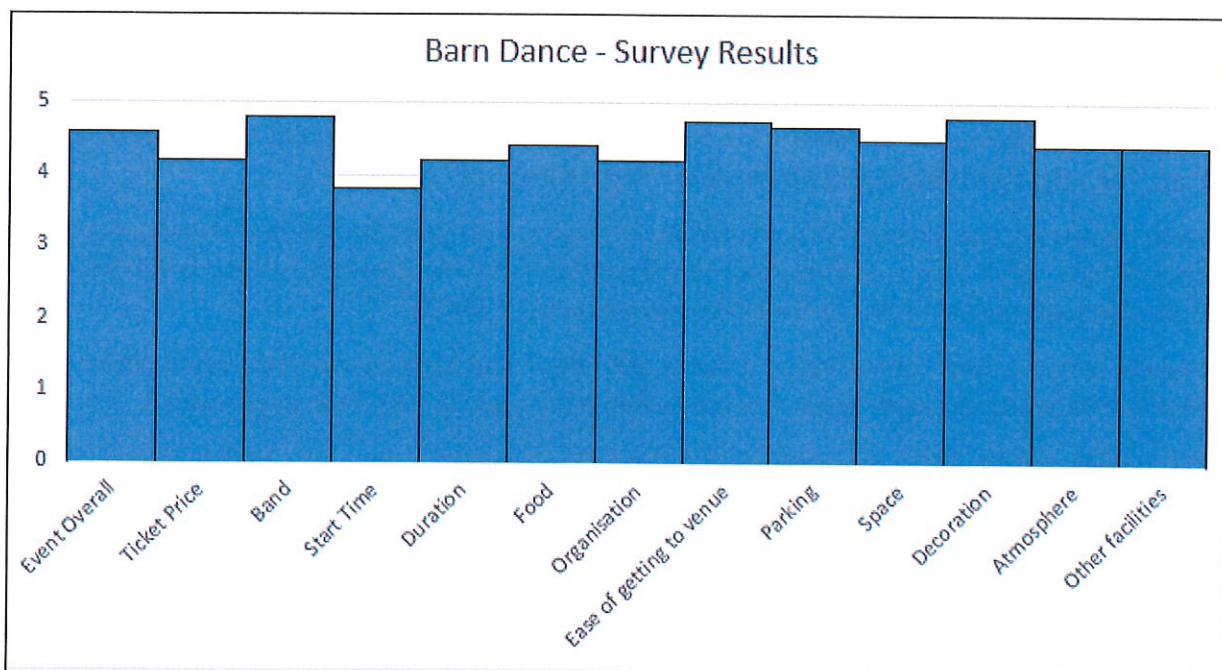
- Review and discuss this report.

Implications

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

<u>Financial</u>	N/A
<u>Legal</u>	N/A
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

Appendices/Background papers



Agenda Item: CCE245

Committee: Civic & Community Events

Date: 13th December 2022

Title: Review of Armistice & Remembrance Day

Report Authors: George Dyson, Deputy Town Clerk & Civic Officer

Purpose of Report: To Note

Introduction

Each year PTC organises traditional Armistice and Remembrance Day services at the memorial. This year Armistice was Friday 11th November 2022, and Remembrance Day Sunday 13th November 2022.

Background

The Deputy Town Clerk and Civic Officer, Events, Amenities, and Projects Officer, and Information and Bookings Officer met with representatives from the Royal British Legion and Ascension Church on Tuesday 27th September to start planning the Remembrance event.

Analysis

The planning and organisation of the day took considerable time due to difficulty in getting contact details for the organisations that are usually involved with the events – this information had not been left anywhere by the previous Civic and Marketing Officer, and had not been shared with any other Officers.

The days did come together well, and feedback was overwhelmingly positive. A full step-by-step guide to planning both days will be completed for use in future years, including relevant contact details.

The Royal British Legion were extremely thankful for the work that PTC put into organising the events.

Conclusions

The Armistice and Remembrance days were a success, thanks to the team effort put in on the day and a guide to planning the events will be in place for future years.

Recommendations

The committee are asked to:

- Review and discuss this report.

Implications

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

<u>Financial</u>	N/A
<u>Legal</u>	N/A

<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

Appendices/Background papers

Agenda Item: CCE246
Committee: CCE
Date: 13th December 2022
Title: To note and approve expenditure and receipts for Warm Havens
Report Authors: Events, Amenities and Projects Officer
Purpose of Report: To note and approve expenditure and receipts for Warm Havens

Summary of recommended actions:

To note and approve the expenditure so far on the Warm Havens project and future expenditure

Background

We have received funding of £1,500 for LDC to provide a Warm Havens for residents from Dec through to Mar. It has been agreed that PTC would provide tea, coffee, soup and biscuits as well as free wifi and games plus to be used as a Haven of warmth and community spirit to socialise in these precarious times. Officers have also added fresh fruit, squash and chocolates for children to the offer. PTC Finance officer has requested that some funds be allocated to assist with the heating and lighting of CH. Staff have undertaken a safeguarding course which will be funded by the training budget. This equated to £386.

Recommendations

To approve the current expenditure and recommendations to continue with same offer and agree whether funds can be allocated to assist PTC

Implications

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

1. This is a community event and £1,500, which equates to £500 per month, may not be enough to cover the costs of running the event for the Community
2. The agreement states that the grant may not be transferred to a third party in part or full, which means we can not pass proceeds of the grant to PTC

<u>Financial</u>	The agreement states that the grant may not be transferred to a third party in part or full, which means we cannot pass proceeds of the grant to PTC
<u>Legal</u>	A legal document has been agreed and signed to confirm the grant will only be used for the purpose agreed.
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Conditions of the Grant

Receipt for Bookers for initial purchase

Att: Sue Moscatelli
Peacehaven Town Council
Community House, Meridian Centre
Meridian Way
Peacehaven
BN10 8BB



Lewes District Council

7 November 2022

Dear Sue

Lewes District Council Warm Spaces Grants November 2022

I am delighted to confirm that your application for your warm spaces grant has been approved.

Details of the grant and conditions are detailed below, along with a table in which you are requested to put the account details of your organisation, in order for payment to be made.

*Please ensure you read all the details carefully and return the completed form to funding@lewes-eastbourne.gov.uk by **Friday 11 November 2022**. Please also provide a copy of your safeguarding policy. Payment of this grant cannot be paid out until we are in receipt of these documents. If you have any questions, please feel free to contact me via email.*

Once again thank you for taking the time to apply for a warm spaces grant and I look forward to working with you.

With best wishes,

Kerry Brown
Project Officer – Cost of Living

Conditions of Grant

Grant Recipient: **Peacehaven Town Council**

Amount: **£1,500**

Purpose: This is a one-off grant to support the organisation in their delivery of a warm space within the Lewes District. These must be safe, warm, non-judgemental spaces where local people can:

- Sit and be warm
- Study or work on their laptops (with access to Wi-fi)
- Have a hot drink
- Be with company
- Access advice OR information / signposting to advice on debt, bills, benefits, and food

Monitoring arrangements:

Monthly catch ups with the Project Officer – Cost of Living to provide numbers of residents using the warm space facility and to identify what has gone well and what other support you require. The Project Officer will be in contact with you to arrange these catch ups.

Warm Space Principles:

In applying for this grant to set up or enhance a Warm Space, you agree to the Warm Space Principles which are:

- A warm welcome
- A safe space, free of judgement
- Access to basic facilities: warmth, WCs, wi-fi, hot beverages
- Confidentiality (allowing for appropriate safeguarding responses)

Warm Space Register:

You agree to have the details of your warm space added to the Warm Space Register and to providing updated information to ensure the information on the register is relevant. This register will be co-ordinated by Lewes District Council.

Failure to provide accurate monitoring information may result in a suspension of the grant.

- The grant is only to be used for the purpose outlined above
- The recipient will notify funding@lewes-eastbourne.gov.uk if any circumstances (such as staff sickness) mean that the service cannot operate in the usual way for a period longer than one week.
- Any liabilities including such as redundancies for will be met by the recipient. There will be no additional funding available from the Funder for this purpose.
- The grant may not be transferred to a third party in part or in full.
- The grant shall be shown in the recipient's accounts as a restricted fund and shall not be included under general funds.
- The recipient will adhere to legal responsibilities around data protection, safeguarding discrimination.

Email: funding@lewes-eastbourne.gov.uk Tel: 01323 412000

Web: www.lewes-eastbourne.gov.uk

- The recipient shall acknowledge the grant in its annual report and accounts, including an acknowledgement of the funder as the source of the grant.
- The recipient shall comply with all reasonable requests from the funder around promotional activities (e.g. photos, comment).
- The grant is paid subject to funds being available.

On behalf of the above organisation, I accept the offer of a grant and the conditions as specified in this letter. If there are any issues or problems which may prevent us from delivering the objectives or using the grant as outlined, we will alert the council at the earliest opportunity.

Name:
Position:
Signed:
Date:

Payment arrangements

The grant will be paid in one instalment of £1,500 in November 2022 subject to availability of funds and fulfilment of the above conditions.

Please confirm that you have attached your safeguarding policy. ☐

Failure to provide this information will result in a delay of your grant payment.

Please complete the information below so that LDC can set up payments on our financial systems:

Organisation bank:	
Address:	
Account name:	
Account number:	
Sort Code:	

Booker is the trading name of Booker Limited

Registered Office: Equilly House, Inthlingborough Road, Wellingborough, Northants NN8 1LT

Telephone: 01933 371000

Registered in England. Number 197380, VAT Number GB 220 4302 31

Alcohol Wholesale Registration No - XTAW00000102869

BRANCH 307

BRIGHTON
MOULSECOOMB WAY
BRIGHTON

BN2 4NP TEL : 01273 624242
FAX : 01273 684565

CUSTOMER ~~7411134053~~ MR DYSON
PTC COMMUNITY HOUSE
Comm MERIDIAN CENTRE
PEACEHAVEN
BN10 8BB
EAST SUSSEX
TEL: ~~01273 624242~~
CODE DESCRIPTION PACK SIZE QTY

280113	Jacks Variety Crisps PM125	10 5x20g	1
277093	Jacks Tom&Basl CupSoup PM100	7 24g	1

RETAIL GROCERY	SUB-TOTAL	:	ITEMS	2
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179685	Alpro Soya Unsweetened UHT	8 1ltr	1
261379	Lakeland SS UHT Portions	4 120x12m	1

CHILLED	SUB-TOTAL	:	ITEMS	2
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234688	PG Tips Teabags	1 1100s	1
107922	D/Egb Cntin Rich/Rst Coffee	1 750g	2
278306	Cafe Express FT Hot Choc Sac	1 50s	1
680462	Cad Chocolate Inst	1 2kg	1

VOID NOTE

680462	Cad Chocolate Inst	1 2kg	1-
251270	LF FT White Sugar Sticks	1 2kg	1
264332	Lichfield Mini Pack Biscuits	1 100s	2

CATERING GROCERY	SUB-TOTAL	:	ITEMS	7
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277488	Vimto Original Chew Bar 15p	60 18g	1
277501	Swzzls Minions Trop FizzPM15	60 18g	1
280038	Swzzls Drmstck Chew Bar PM15	60 18g	1
282984	Maoam Bloxx PM59 3Pk	20 66g	1

CONFECTIONERY	SUB-TOTAL	:	ITEMS	4
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113439	Royal Gala Apples	1 2kg	1
264235	Fyffes Premium Banana	1 5pk	3

FRUIT & VEG	SUB-TOTAL	:	ITEMS	4
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234226	CL 2 Ply Napkins 32cm Sqr	1 200pk	2
272282	Birchwood Teaspoons	1 100pk	1
252264	8oz Eco D/Wall Cup Kraft Col	1 35s	5
252268	80mm Eco Bagasse Lid	1 100s	1

NON-FOOD	SUB-TOTAL	:	ITEMS	9
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INVOICE NUMBER 0424333 PAGE 01
CUSTOMER PO NUMBER 0000000000
DATE 25/11/22 TIME 09:40

TILL 04 OPERATOR 119 SELFSCAN
STD
PRICE VALUE VAT RRP POR

6.49	6.49	B	1.25	37.7%
4.89	4.89	A	1.00	30.1%

GOODS :	11.38	EXC.VAT
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10.69	10.69	A	2.05	34.8%
16.39	16.39	A		

GOODS :	27.08	EXC.VAT
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16.99	16.99	A		
16.49	32.98	A		
7.99	7.99	A		
9.99	9.99	A		

9.99	9.99-	A		
7.99	7.99	A		
16.49	32.98	A		

GOODS :	98.93	EXC.VAT
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4.49 P	4.49	B	0.15	40.1%
4.49 P	4.49	B	0.15	40.1%
4.49 P	4.49	B	0.15	40.1%
6.39	6.39	B	0.59	35.0%

GOODS :	19.86	EXC.VAT
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4.50	4.50	A		
0.69	2.07	A	0.99	30.3%

GOODS :	6.57	EXC.VAT
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4.29	8.58	B		
3.29	3.29	B		
4.49	22.45	B		
5.99	5.99	B		

GOODS :	40.31	EXC.VAT
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/CONT

BOOKER

www.booker.co.uk

BRANCH 307

CUSTOMER ~~741940456~~ MR

DYSON

Booker is the trading name of Booker Limited
Registered Office: Equity House, Irthlingborough Road, Wellingborough, Northants NN8 1LT
Telephone: 01933 371000
Registered in England. Number 197380, VAT Number GB 220 4302 31

INVOICE NUMBER 0424333 PAGE 02

DATE 25/11/22 TIME 09:40

Alcohol Wholesale Registration No - XTAW00000102869

CODE	DESCRIPTION	PACK SIZE	QTY	PRICE	VALUE	VAT	RRP	POR
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TOTAL ITEMS: 28

RATE	GOODS	MULT	NETT	VAT	TOTALS: GOODS	204.13	:CASH	0.00
A: 0.00	137.47	0.00	137.47	0.00	VAT	13.33	:CREDIT	0.00
B:20.00	66.66	0.00	66.66	13.33		-----	:CHQ B	0.00
					INVOICE TOTAL	217.46	:CHQ P	0.00
					OUTSTANDING	0.00	:C/CARD	217.46
					WAITING TO PAY	0.00	:D/CARD	0.00
						-----	:T/COUP	0.00
					GRAND TOTAL	217.46	:R/COUP	0.00

THANK YOU FOR SHOPPING AT BRIGHTON

Agenda Item: CCE247
Committee: CCE
Date: 13th December 2022
Title: To review and note Warm Havens Update Report
Report Authors: Events, Amenities and Projects Officer
Purpose of Report: To review and note Warm Havens Update Report

Summary of recommended actions:

Background

Warm's Haven opened on Wednesday 30th November for the first time and subsequently on Monday 5th December 2022. It has been agreed that PTC will open every Monday and Wednesday (apart from Christmas closure) from 09.00am to 12.30pm. So far the uptake of the project has been very slow, with only one resident attending the first event and no-one on Monday 5th. Councillors have been present to talk to, socialise with and also various board games, colouring for children and toys have been available. We are also offering free warm scarves, hats and gloves, collected from donations, to anyone that needs them. The event is on the LDC Warm Spaces register, is regularly promoted on social media by LDC and PTC, on Seahaven FM and posters around the Town and on the Notice Boards

Recommendations

To continue marketing the event as much as possible. Request organisations such as CAB, SCDA are present so they can talk and advise what is available. Ensure the PTC website is updated with assistance available and other Warm Spaces in the local area

Implications

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

PTC would need to reimburse LDC with any funding left over at the end of the project. We would have surplus of refreshments which we could donate to a food bank if not used

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

Appendices/Background papers

Agenda Item: CCE250
Committee: CCE
Date: 13th December 2022
Title: To receive approval to proceed with the Children's Party on 16th December
Report Authors: Events, Amenities and Projects Officer
Purpose of Report: To receive approval to proceed with the Children's Party

Summary of recommended actions:

To approve a Children's party to be held at Community House on 16th December from 4.30pm to 6.30pm. This will be a ticketed event and the cost of the ticket is £2 per child, which will pay for a Best Fish & Chips Burger or Chicken Nuggets. Jon Borthwick will provide the entertainment plus games and activities are being organised for the event. Ticket sales have been capped at 80 children and all children must be accompanied by an adult. Each child will receive a lucky dip and we are anticipating a visit from a life sized Elf.

Background

The Christmas Fair was hosted by P&P Markets this year due to resources at PTC so the PTC Officers feel there is a need to host a Children's Party for the Community Children, also because the Halloween trail was cancelled. There is funding of £500 left from the proceeds of the Summer Fair and this will be partly used to provide entertainment, goody bags, drinks and decorations. Teas & Coffees will be provided to parents at a cost.

Recommendations

To accept the proposal and continue with the recommended actions.

Implications

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

N/A

<u>Financial</u>	£500 left from Summer Fair but only partial funds will be used. Any proceeds will go to Mayor's charities if not used before March.
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

