**DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 14th February 2023 at 7.30pm**

**Present:** Cllr Lynda Duhigg (Chair),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. **CCE253 CHAIRMAN’S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed everyone, went through the building fire procedures, and informed the Committee of the following:

• Next bingo is tomorrow (15th February 2023) 2 – 4pm.

• Next Cinema is next Wednesday 22nd February, film is The Lost King, 7.30pm – tickets £7.

• Warm Havens is taking place every Monday and Wednesday, 09:00 – 12:30.

• The Information Office is also still taking sanitary product donations which has had a very positive response.

1. **CCE254 PUBLIC QUESTIONS**

No public questions

1. **CCE255 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies were received and accepted from Cllr Lucy Symonds, Cllr Job Harris, Cllr Gloria Hill, and Cllr Katie Sanderson.

Cllr Sue Griffiths is substituting for Cllr Lucy Symonds.

1. **CCE256 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

1. **CCE257 TO ADOPT THE MEETING MINUTES OF 13TH DECEMBER 2022**

Proposed by: Cllr Veck. Seconded by: Cllr Griffiths.

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

1. **CCE258 TO NOTE THE BUDGETARY UPDATE**

The budgetary update was **noted**.

1. **CCE259 TO REVIEW AND UPDATE THE BUSINESS/COMMUNITY PLAN**

There was a brief discussion on the business plan, and it was felt that most of the points will be for the new Council to action.

It was proposed that the plan be left with the new administration from May 2023, and that any outstanding actions are put on hold and no new projects be started.

**Proposed by:** Cllr Veck **Seconded by:** Cllr Seabrook

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

1. **CCE260 TO DISCUSS AND APPROVE THE REPORT ABOUT WHETHER TO CONTINUE WARM HAVENS**

Cllr Seabrook introduced the item and gave a brief overview of the report.

It was proposed that the Warm Haven finish, as planned, on 1st March 2023.

**Proposed by:** Cllr Seabrook **Seconded by:** Cllr Veck

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

There was further discussion by the Committee about the expenditure from Warm Havens, and how much was left from the grant that PTC received.

It was proposed that a final costings report goes to the Policy & Finance Committee for approval before going back to Lewes District Council.

**Proposed by:** Cllr Seabrook **Seconded by:** Cllr Veck

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

It was also proposed that the decision is reviewed again in September to decide whether to restart Warm Havens, and that the remain warm clothing that has been donated is passed onto another charity that can use them.

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

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

1. **CCE261 TO DISCUSS AND APPROVE THE RECOMMENDATIONS IN THE BINGO REPORT**

The Deputy Clerk briefly introduced the report and explained that this item came as a result of a recent Community Events TFG meeting.

It was proposed that we agree to stop running monthly Bingo at Community House in its current format after March, and instead signpost people that want to play to other organisations.

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

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

1. **CCE262 TO DISCUSS AND APPROVE THE RECOMMENDATIONS IN THE CINEMA REPORT**

Cllr Veck asked some questions about the report, which were answered by the Information and Booking Officer responded to.

It was proposed to refer the matter to the Personnel Committee to look into due to differing contracts, and to accept the recommendation in the report until the Personnel Committee meets.

**Proposed by:** Cllr Veck **Seconded by:** Cllr Griffiths

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

1. **CCE263 TO DISCUSS THE REMAINING MONIES FROM THE SUMMER FAIR 2022**

It was proposed that the remaining monies go to the Mayors fund.

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

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

The Committee discussed that it has been a difficult year for raising money for the Mayor’s fund for a number of reasons, including:

* Fewer businesses able or willing to provide sponsorship for events
* New Officers in posts
* The death of Her Late Majesty which led to several planned events being cancelled
* Less disposable income in the Community.

1. **CCE264 TO DISCUSS SUMMER FAIR AND CREATION OF TFG**

The Bookings and Information Officer gave a brief overview of the item and explained the preparation that has already taken place.

It was proposed that we proceed with planning and advertising the Summer fair as a carless event (except for blue badge holders), and that Officers go ahead with organising the event and report back to the next Committee meeting.

**Proposed by:** Cllr Veck **Seconded by:** Cllr Duhigg

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

The Committee asked that the next agenda include an item to decide on the arrangements for a Car Boot sale at the fair.

1. **THE NEXT MEETING OF THIS COMMITTEE WAS CONFIRMED FOR 11TH APRIL 2023.**

The Chair informed the Committee that the planned meeting after next (2nd May 2023), is extremely close to elections and may not be necessary, and that this is something to be discussed at the next meeting.

*There being no further business the meeting ended at 20:46.*