



PEACEHAVEN TOWN COUNCIL

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Councillors on this Committee:

EX OFFICIO Cllr. D Seabrook (Chair of Council), Cllr. I Sharkey (Vice Chair of Council),

**Cllr Veck (Chair) Cllr Donovan (Vice Chair), Cllr Alexander, Cllr Norcott-Jones,
Cllr Smith, Cllr Harman, Cllr Ashby-Parkin.**

26th July 2023

Dear Committee Member,

You are summoned to a meeting of the Civic and Community Events Committee which will be held in the Anzac Room, Community House, Peacehaven on Tuesday 1st August 2023 commencing at 7.30pm

**Tony Allen
Town Clerk**

A G E N D A

- 1. CCE317 CHAIRMAN'S ANNOUNCEMENTS**
- 2. CCE318 PUBLIC QUESTIONS**
There will be a 15-minute period whereby members of the public may ask questions, on any relevant Civic & Community Event matters
- 3. CCE319 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**
- 4. CCE320 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**
- 5. CCE321 TO ADOPT THE MEETING MINUTES OF 20TH JUNE 2023**
- 6. CCE322 TO NOTE THE BUDGETARY UPDATE**
- 7. CCE323 TO REVIEW THE 2023 COMMUNITY SUMMER FAIR**
- 8. CCE324 TO DISCUSS CIVIC SUPPORT FOR THE MAYOR AT FORMAL EVENTS**
- 9. CCE325 TO NOTE THE STAFFING FOR CINEMA UPDATE**
- 10. CCE326 TO NOTE THE START OF PREPARATIONS FOR REMEMBRANCE DAY**

- 11. CCE327 TO NOTE AND UPDATE THE ACTION PLAN AND EVENTS CALENDAR**
- 12. CCE328 TO DISCUSS MAYORAL AWARDS**
- 13. CCE329 TO DISCUSS A PROPOSAL FOR A CHINESE NEW YEAR EVENT**
- 14. CCE330 TO DISCUSS POSSIBLE ORGANISATIONS TO NOMINATE FOR A KINGS AWARD FOR VOLUNTARY SERVICE**
- 15. CCE331 TO DISCUSS OTHER CIVIC EVENTS**
- 16. CCE332 TO NOTE THE RESOLUTION OF THE POLICY & FINANCE COMMITTEE TO FORM A COMMUNITY HOUSE SUB-COMMITTEE**
- 17. CCE333 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING AS THE 10TH OCTOBER 2023**

Detailed Income & Expenditure by Budget Heading 25/07/2023

Month No: 4

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							
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	542	700	158		158	77.4%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	542	1,700	1,158	0	1,158	31.9%	0
4331 Mayor's Allowance	146	1,500	1,354		1,354	9.7%	
4332 Mayor's Reception	0	1,000	1,000		1,000	0.0%	
4335 Civic Expenses	523	1,200	677		677	43.6%	
4336 Civic Service	0	500	500		500	0.0%	
4338 Remembrance Services	0	550	550		550	0.0%	
4339 London Bridge	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	669	5,250	4,581	0	4,581	12.8%	0
Net Expenditure	(1,211)	(6,950)	(5,739)				
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	1,211	6,950	5,739	0	5,739	17.4%	
Net Income over Expenditure	(1,211)	(6,950)	(5,739)				
Movement to/(from) Gen Reserve	(1,211)						

Detailed Income & Expenditure by Budget Heading 25/07/2023

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Summer Fair</u>							
1045 Event Sponsorship	275	500	225			55.0%	
1046 Stall Income (Events)	1,560	1,500	(60)			104.0%	
1094 Other Customer & Client Receipt	702	1,000	298			70.2%	
Summer Fair :- Income	<u>2,537</u>	<u>3,000</u>	<u>463</u>			<u>84.6%</u>	<u>0</u>
4329 Advertising	99	500	401		401	19.8%	
4500 Event Staff Overtime	2,439	1,500	(939)		(939)	162.6%	
4502 Events	0	2,000	2,000		2,000	0.0%	
4900 Miscellaneous Expenses	1,095	1,200	105		105	91.2%	
Summer Fair :- Indirect Expenditure	<u>3,632</u>	<u>5,200</u>	<u>1,568</u>	<u>0</u>	<u>1,568</u>	<u>69.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,096)</u>	<u>(2,200)</u>	<u>(1,104)</u>				
Grand Totals:- Income	<u>2,537</u>	<u>3,000</u>	<u>463</u>			<u>84.6%</u>	
Expenditure	<u>3,632</u>	<u>5,200</u>	<u>1,568</u>	<u>0</u>	<u>1,568</u>	<u>69.9%</u>	
Net Income over Expenditure	<u>(1,096)</u>	<u>(2,200)</u>	<u>(1,104)</u>				
Movement to/(from) Gen Reserve	<u>(1,096)</u>						

Agenda Item: CCE323

Committee: CCE

Date: 1st August 2023

Title: Peacehaven Summer Fair

Report Authors: Information and Community Facilities Officer

Purpose of Report: Update

Introduction

Peacehaven summer fair Saturday 8th July 2023 11-4

Background

The staff arrived at 7 o'clock to start putting up the gazebo and getting signage and the arena ready.

The fun fair started to arrive at 7am with others stall holders following by 7.45am

We had no parking this year on the field, so we had 4 members of staff on the entrance of Piddinghoe Avenue only letting in disabled people and stall holders in. we found this much better, and the residents seemed calmer, and the abuse was less this year to the staff.

4 members of staff guiding and checking the stall holders on the field, 4 stall holders out of 75 didn't show up that had paid.

We were joined by the local in pulse ambulance crew from Peacehaven who kindly gave up their time for the day to demonstrate life skills to the residents they kindly had a mayors donation bucket and raised a fair bit of money.

The local fire crew joined us again until unfortunately there were called off to an emergency.

Lloyd Russell Moyle, Earthquake drummer, Mayor of Telscombe Cllr Laurance O'Conner and Deputy Town Clerk of Peacehaven joined Cllr Mayor David Seabrook for the colour run from PCS school to open the fair at 11 am

The fair started well, arena entertainers did there showcases unfortunately a large black cloud came over head and we had a horrendous down pour, we thought that this could be the end of the fair, but the lovely residents hid in the stall holder's gazebo and then when the rain passed carried on spending money, by the afternoon we had more residents arriving the rain did not dampen spirits .

All stall holders seem very happy with how the day went I have had many thank you letters and lots of good feedback from residents. we only had one complaint before the event complaint about the parking that we were discriminating people who don't have a blue badge with poor walking, we did advise him that there was a free bus to get him to the fair.

The councillors talked to many residents about the neighbour plan.

Spiderman paid us a visit and he went down well with the children.

Cllr mayor David Seabrook invited dignitaries to the summer fair for a small luncheon, everyone seems to have had a wonderful time with plenty of smiles all round.

The dog show that was in front of the Café was run by Mr George Pope this seem to go off well with plenty of happy dogs despite the weather.

Cllr Aimee Harman got many gifts from business for the mayor's raffle this was called at the end of the summer fair, and some of prizes still haven't been claimed.

A scarecrow competition judged by Cllr mayor David Seabrook had taken place with 3 entries who all got a prize.

We had a CTLA bus go around Peacehaven all day picking up the resident, we had 10 pickup points around Telscombe and Peacehaven for the residents to get on and off and this was fully signed posted, this seems to work well.

Seahaven Fm took interviews with stall holders and some residents and was aired on the radio on Monday 10th July.

Marketing Officer took lots of pictures which we have displayed on boards for the residents to see and purchase.

Marketing officer will be doing a special edition in the August ENews

When the fair was closed at 4pm the tidy up began, with all staff dismantling 3 large gazebos taking down the arena, loading the trucks with table and chairs, litter picking the field locking toilets bins and placing ready for pick up on Monday morning, putting all the equipment used from Community House back on the van.

The fun fair had brought extra rides this year and these went down really well with a lot of very happy children, the fun fair finally got away from the park at 7 pm

The parks officer and I finally got away at 7.15pm after locking up.

Analysis

The Summer fair continues to make the resident happy, and estimated 4-5 thousand people attend the summer fair.

Members of staff litter picked throughout the day and made sure that the toilets where clean and stocked.

The entertainment in the arena was a success.

This year we were entertained by Nick Emmit in the arena who kept the show going.

Although there was no parking on the field this year it gave the staff more flexibility to enjoy the day and to have a lunch break as over the years due to lack of helpers have been unable to do this.

Conclusions

The Summer Fair continues to run for the Community and is a popular event that many people look forward to and continues to make a small profit for the Town Council.

Recommendations

To note this report.

Implications

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

Financial <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Cost of staff Toilets Events License Large paladin bins Prizes Ctla bus
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<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	Regulatory Reform (Fire Safety) Order 2005 Health & Safety (First Aid) Regulations 1981 The Management of Health and Safety at Work Regulations 1999 National Minimum Wage Act 1998 PTC employee handbook
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	Requirement to have suitable qualified Fire Marshals and First Aiders. Working hours of Officers.
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	Events licence
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	Encouraged sustainable travel. Environment stall where encourage to come and have a stall
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	We were advised by residents to cone or have no parking in Arundel Road this would make it easier for traffic
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	The raffle for the mayors' charities
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	Environment stall where encourage to have a stall at the fair free of charge

Appendices/Background papers

Agenda Item: CCE324

Committee: Civic & Community Events

Date: 1st August 2023

Title: Civic support for the Mayor at formal events

Report Authors: Deputy Town Clerk

Purpose of Report: To Discuss

Introduction

The Mayor extends invites to dignitaries at a number of events throughout the year, this typically includes the Lord Lieutenant, High Sheriff, Member of Parliament, and other local Mayors. There is an expectation that at these events the invited dignitaries will be attended to, principally by the Mayor, with support from his consort, Deputy Mayor, other Councillors, and Officers.

Background

Currently Peacehaven Town Council does not have a dedicated Civic Officer, and the Civic Officer role is being jointly managed by several Officers.

Councillors and Officers attending events often have other duties to attend to, including the operational, organisational, and logistical demands of an event, leaving little capacity for additional Civic support.

Analysis

The Civic function of the Mayor is an important opportunity to network and influence local dignitaries, champion the Town, highlight the wants and needs of the Community, and 'show-off' what Peacehaven has to offer.

Conclusions

A consideration for future events could include building Civic support roles into the event plan, in discussion with the Mayor.

Recommendations

To discuss this report and agree any actions.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Cost of Officer time. Civic functions generally have cost implications, such as providing food/drink/entertainment.
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	Local Government Act 1972 PTC Mayors Handbook
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	Ensuring events meet H&S requirements.
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?	N/A

<ul style="list-style-type: none"> • Planning Law? • Highways? 	
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	N/A
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	N/A
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Social value benefits associated with having a Mayor as an ambassador of the Town.
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	N/A

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?

Agenda Item: CCE325

Committee: CCE

Date: 1st August 2023

Title: Peacehaven Cinema at Community House

Report Authors: Deputy Town Clerk

Purpose of Report: To note the staffing for cinema update.

Introduction

Cinemobile put on a cinema film 10 months of the year at Community House – this is a professional cinema experience with recently released films. The cinema is held in the Main Hall with the tiered seating being used.

Background

The Cinema has been hosted at Community House for a number of years and is a popular event in Peacehaven, with between 50 – 160 people attending each film. Tickets cost £7 per person and can be purchased either from the Information Officer, or online via Ticket Source.

Cinemobile are paid 75% of the ticket sales with PTC retaining 25%, PTC also profits from selling ice creams and Tea & Coffee on the evening.

At the CCE Committee meeting on 14th February 2023, it was resolved to agree to the Officer running the event to be paid overtime from the cinema income and not accrue TOIL, and to refer the matter to the Personnel Committee to look into contracts that differ between Officers.

Analysis

The cinema continues to make a profit, with some films doing better than others. The Officer attending the cinema is there to take tickets/ sell ice cream and drinks/ act as Fire Marshal & First Aider.

Due to the number of people typically attending the Cinema, plus other bookings that take place in Community House whilst the Cinema is on, this additional Fire Marshal & First Aid cover is essential, and would not be safe to run without.

Conclusions

The cinema continues to run for the Community and is a popular event that many people look forward to, and continues to make a small profit for the Town Council.

Recommendations

To note this report.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Costs covered with cinema income.
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	Regulatory Reform (Fire Safety) Order 2005 Health & Safety (First Aid) Regulations 1981 The Management of Health and Safety at Work Regulations 1999 National Minimum Wage Act 1998 PTC employee handbook
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	Requirement to have suitable qualified Fire Marshals and First Aiders. Working hours of Officers.
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	N/A
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?• Walking/cycling?	N/A
<u>Crime and disorder</u> <ul style="list-style-type: none">• ASB?• Public safety?• Road safety?	N/A
<u>Social value</u> <ul style="list-style-type: none">• Charities/voluntary orgs?• Support for those in need?• Area improvements?• Community benefits?	Creates the opportunity to go to the cinema for residents that cannot get to other cinemas.
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?• Materials?• Recycling?	N/A

Appendices/Background papers

Agenda Item: CCE326

Committee: CCE

Date: 1st August 2023

Title: Preparations for Remembrance Day

Report Authors: Deputy Town Clerk

Purpose of Report: To note

Introduction

This year, Armistice Day falls on a Saturday (11th November), and Remembrance Sunday the following day on 12th November.

Background

Each year Peacehaven hosts an Armistice Day service and Remembrance Day parade & service at the Peacehaven & Telscombe War memorial. This is planned and organised in conjunction with the local branch of the Royal British Legion.

Analysis

The Deputy Town Clerk has emailed the stakeholders involved with Remembrance Day to organise an initial planning meeting, which is set to take place the second week of August.

Conclusions

Armistice and Remembrance Day planning is in hand.

Recommendations

To note this report.



Peacehaven Town Council

Agenda Item: CCE327

Committee: Civic and Community Events

Date: 1st August 2023

Title: Committee Action Plan & Events Calendar

Report Authors: Deputy Town Clerk

Purpose of Report: To Inform

General Action Plan				
Date	Task	Action	Responsible Person(s)	Update
September 2023	To review need for Warm Haven for Winter 2023/24.	Minute reference CCE260, to review whether there is a need for a Warm Haven scheme in 2023/24.	CCE Committee	
September 2023	Election of new Youth Mayor.	Liaising with PCS to elect a new Youth Mayor.	CCE Committee	

Events Calendar				
Date	Event	Description	Responsible Person(s)	Update
16 th August 2023	Bingo	Monthly Bingo at Community House.	Councillors	
13 th September 2023	Bingo	Monthly Bingo at Community House.	Councillors	
20 th September 2023	Cinema	Regular Cinema at Community House.	Information Officer	
21 st September 2023	Civic Service – Peace Day	An all inclusive event promoting peace. Possible to be held at Howard Park.	Deputy Clerk Information Officer Cllr Seabrook	To be discussed
30 th August 2023	Foraging Event	Details TBC – resolved to run event on 19/05/23, minute reference CCE302.	TFG Members	To be discussed

27 th October 2023	Halloween Event	Halloween party being organised by TFG agreed at Committee 19/05/2023.	TFG Members	TFG has had first meeting and actions agreed.
11 th November 2023	Armistice Day	Traditional Armistice Day service.	Deputy Clerk Information Officer	Falls on a Saturday
12 th November 2023	Remembrance Day	Traditional Remembrance Day parade and service.	Deputy Clerk Information Officer	Meeting with RBL & Ascension Church being organised.
24 th November 2023	Christmas Carol Concert	Christmas Carol Concert in main hall at Community House involving local churches and schools.	TBC	
15 th December 2023	Christmas Kids Party	Kids Christmas party, similar plans to event run in 2022.	Information Officer Communications Officer	
20 th December 2023	Christmas Adults Afternoon Tea	Adults afternoon tea party with music, food, and entertainment.	Information Officer	
13 th July 2024	Telscombe Summer Fair			

Agenda Item: CCE328
Committee: Civic and Community Events
Date: 1st August 2023
Title: Civic Awards / Peacehaven Good Citizen award scheme
Report Authors: Cllr Cathy Norcott-Jones
Purpose of Report: To Discuss

Introduction I would like us to start celebrating the people within our community who are making a valuable contribution. I would also like us to explore the opportunity to encourage people to take an active role in the betterment of our town community and be rewarded for their efforts.

Background Some people say that they love Peacehaven but it lacks a sense of community. They also say they aren't aware of all that is happening here (haven't heard of clubs, places or services eg Community Garden, Community Orchard, Bingo etc). We have groups that are under used or suffer from a lack of volunteers. We also have some amazing people who are striving to improve the lives of other residents, or are trying to improve Peacehaven itself and go largely unnoticed.

I think to publicly thank and reward those that are helping in our community would help us to foster a greater sense of community pride in Peacehaven and the good things that our residents bring about. I also think it will help to publicise the things that are happening and hopefully, encourage people to start more community focussed ventures. It might also help us to centralise some of the community endeavours into a more visible "home".

I think we can create an opportunity to encourage people to get involved in our community actions in a more general way by encouraging smaller acts of community participation and rewarding those that demonstrate a general participation in civic life.

We can make this a measurable challenge in a similar vein to the D of E award, where we could focus on different aspects of community life in various categories and ask people to show contribution in a set number of areas (such as Environment, Community Service, Events, Skills etc).

I believe a valuable part of this would be to the opportunity to ask our participants important questions about our town, where are their favourite places, their hidden gems, favourite walks, best things to do on a rainy day, what would they change, what would they love to have, do they have ideas for events etc. This could be a category which we use to give us and future councils ongoing ideas about how our residents would like to improve Peacehaven generally.

Upon completion of the required criteria we could award a Peacehaven Community Award badge (or certificate, trophy etc).

I have spoken briefly to Simon Whitney (Peacehaven Town app developer) who is happy to meet with me and talk through ideas to make this an app based scheme, which would mean that it could possibly sit within the town app and be largely self managing. This would mean that we could try to raise outside funding for the creation of the app functions, it could be constantly, organically grown and largely self managing, so would hopefully not become an additional daily strain for the PTC officers.

The awarding of the badges could be worked into a standard award ceremony, or become an additional sub event at existing events such as Summer Fair and Christmas celebrations.

Analysis Re **Special Service Awards**:-Several councils already run awards schemes and some of the suggestions for awards are shared in the supporting documents. We could approach various local businesses or external groups/bodies/agencies to sponsor related awards (ie Chamber of Commerce to sponsor best business).

Re **Community Award Scheme**:- We can refine idea to map general criteria, how to involve local groups, what kind of 'service' we could include etc and conduct further research into how to best develop the idea to a next phase.

Conclusions

Create two different schemes:

The first being a standard award ceremony where the council reward residents with various specific community awards for showing an outstanding contribution to our town in various categories. Hopefully the selection process would heavily involve the community in the nomination of the recipients and the voting process (for some of the awards at least). The nomination and voting process could possibly also be included in the new app and supported heavily by our new Social Media, Marketing and Events Officer.

The second being a Peacehaven Community Good Citizen/Civic Pride badge award scheme. There would be various levels (Bronze, Silver, Gold maybe Green for environmental issues). There could be adult and child versions too. This would operate in a similar vein as The Dof E award. Any resident could work to achieve an award (starting with Bronze and hopefully progressing through to Gold for a much more involved and significant effort).

Recommendation

CCE committee to discuss standard award ceremony (hopefully annual and how Peacehaven Town Council could integrate it into their CCE calendar)

CCE committee to discuss whether PTC Community Award Scheme is an idea to develop further and bring back to committee as a more rounded concept

If CCE committee think either or both ideas are worth pursuing, to decide best way to progress things (create TFG's?)

Implications

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

<u>Financial</u> <ul style="list-style-type: none"> • Use of capital? • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision? 	Could probably raise this via various grants and sponsorship from local businesses
<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	N/A
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	<p>Disclaimer may be required for persons undertaking tasks as part of the award scheme.</p> <p>Risk Assessments in place for ceremony.</p>
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	N/A
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? 	<p>Should actively promote awareness of our green space and environmental issues.</p> <p>Will drive volunteering and hopefully improve engagement with local</p>

<ul style="list-style-type: none"> • Walking/cycling? 	groups.
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	Should foster increased pride in town and potentially reduce crime as a result
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	<p>Should actively promote greater awareness of various local charities and groups.</p> <p>Will encourage additional volunteers for local groups</p> <p>Should benefit community by fostering community spirit</p>
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	Would raise awareness of general issues, can try to ensure the awards are climate friendly too

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?

Agenda Item: CCE329

Committee: CCE

Date: 1st August 2023

Title: Chinese New Year Celebration

Report Authors: Cllr Norcott-Jones

Purpose of Report: To discuss

Introduction

Chinese New Year 2024 will fall on Saturday 10th February 2024, starting the year of the Dragon.

The celebrations focus heavily on the Lion dance, which is an important ritual in Chinese tradition believed to bring good luck and drive away evil spirits on auspicious occasions. A good performance has the ability to bring good luck and happiness.

Background

We are very lucky to have our own Lion dance team that have been supported by grant funding from Peacehaven Town Council to support them with the costs of hiring the Hub to practice the dance. It was hoped that Peacehaven Martial Arts could perform in the opening ceremony of the Summer Fair but the funding wasn't available in time for the team to practice. This could be a wonderful opportunity for Peacehaven to create a Community event in a dreary part of the year. We can use this as an opportunity for the community to enjoy the lion dance and other features of the Chinese New Year celebration and learn about elements of Chinese culture generally.

Analysis

Food & Drink – could see whether we can get Chinese food businesses to rent a stall/ bring mobile catering units.

Fortune cookies – we could buy in bulk and re-sell.

Red envelopes – could incorporate this idea into a raffle stand? Or some kind of game.

Conclusions

Recommendations

CCE to discuss the possibility of hosting a Chinese New Year celebration.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Event would need to be run on a zero budget.
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<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	Licence required if any licensable activities taking place & depending on venue.
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	Risk Assessments required covering all activities.
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	N/A
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	N/A
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	N/A
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Opportunity to bring the community together. Sharing a different culture.
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	Event would comply with all PTC climate change policies.

Appendices/Background papers

The King's Award for Voluntary Service

1. Overview

The King's Award for Voluntary Service is the highest award given to volunteer groups across the UK.

Eligibility

To be nominated, a group must:

- be made up of at least 3 people
- be led by volunteers, not paid staff
- have been running for at least 3 years
- be based in the UK, Channel Islands or Isle of Man
- provide a specific and direct benefit to their local communities

The majority of the group must be volunteers, and more than half the volunteers must have the right to live in the UK.

Read [detailed guidance on the eligibility criteria](#).

What the awardees get

Awarded groups get a certificate signed by the King and a domed glass crystal. Up to 2 representatives from the group may also be invited to attend a royal garden party.

How the awards are decided

Local assessors research and visit nominated groups before writing a report on their suitability. Local assessment panels then decide which ones to put forward to the National Assessment Committee.

The committee considers the nominations and agrees a shortlist for approval by the King.

The awards are announced on 14 November in [The Gazette](#).

You can also [view the list of awardees on The King's Award for Voluntary Service website](#).

2. How to make a nomination

You can [nominate a group for The King's Award for Voluntary Service online](#).

Nominees are considered for an award the year after they're nominated.

You can make a nomination between 1 June and mid September.

You must be independent of the group you're nominating.

Support for your nomination

When you nominate a group you also need letters from 2 people who support your nomination and are independent from the group you're nominating - for example:

- someone who benefits from the group's work
- someone who's aware of the group's work

The letters must include:

- how the group helps the local community
- how you know the group

Contact

Get in touch if you need help with your nomination, or need to find out more about the award.

kingsaward@dcms.gov.uk

Telephone: 020 7271 6206

Monday to Friday, 9am to 5pm

[Find out about call charges](#)



Peacehaven Town Council

Agenda Item: CCE331
Committee: Civic and Community Events
Date: 1st August 2023

Title: Other Civic Events 2023/24
Report Authors: Deputy Town Clerk
Purpose of Report: To Inform

Proposed Civic Events			
Date	Event	Description	Update/ Notes
21 st September 2023	Civic Service – Peace Day	An all inclusive event promoting peace. Possible to be held at Howard Park.	Officers met with Cllr Seabrook 24/07/23 to discuss plans. £500 budget available for service.
22 nd August 2023	Afternoon Tea for Breast Cancer Now	Afternoon tea event raising funds for Breast Cancer Now.	
20 th January 2023	Ukrainian Cultural Event	Local Ukrainian community to come along and share their culture and to also include some English culture.	Cllr Seabrook organising meeting with local Ukrainian contact.
13 th April 2024	Civic Reception	Civic reception for end of 2023/24 Civic Year. Possibly link in with Community Awards.	Proposed date booked in, plans TBC.

Agenda Item: CCE332

Committee: CCE

Date: 1st August 2023

Title: Resolution of the policy & finance committee to form a community house sub-committee

Report Authors: Deputy Town Clerk

Purpose of Report: To note

Introduction

Standing Order 4a allows a Committee to appoint a sub-committee and determine its terms of reference.

Background

The Policy & Finance Committee terms of reference includes the following:

- Be responsible for Community House, in liaison with the Civic & Community Events Committee.

At the committee meeting on 27th June 2023, the Committee resolved to form a Community House sub-committee (paper attached).

Analysis

The terms of reference for the Community House sub-committee were agreed as follows:

- a. The Sub-Committee will report to Policy and Finance every six weeks. The Sub-Committee will meet at least once every six weeks and on demand when called by the chair.
- b. To liaise with Morrisons regarding the redevelopment:
- c. To ensure best value for residents.
- d. To develop plans and engage outside expertise as required to achieve carbon neutral status for the building by 2030.
- e. To develop contingency plans should Community House not be accessible for staff, Councillors and residents and the provision of alternative services including bus services, information office and use of other premises.

Conclusions

A sub-committee which will meet at least every 6 weeks has been formed to champion the needs of Peacehaven Town Council during the next two years and to research and determine ways forward regarding Community House, our Net Zero Carbon Target and the needs of our community.

Recommendations

To note the decision of the Policy & Finance Committee.

Appendices / Background papers

Copy of report from P&F Committee papers.

Agenda Item:	PF886
Committee:	Policy & Finance
Date:	27th June 2023
Title:	Community House
Report Authors:	Cllr Griffiths & Cllr Seabrook
Purpose of Report:	To form a Community House Sub-Committee

Introduction

The imminent redevelopment of the Meridian Centre will have a very significant impact on Community House, Council Staff and the needs of the community.

Background

Morrisons will be starting work on site in February 2024 which will restrict access to Community House. The redevelopment will also include alterations to the Community House roof and integration in to the main development. Peacehaven Town Council is committed to being carbon neutral by 2030 and this is an opportunity to achieve this with best value.

Analysis

Decisions will need to be made quickly which rules out using a Task and Finish Group that can only make recommendations to the Policy and Finance Committee. Outside expertise as well as in house knowledge will be required to achieve carbon neutral.

Conclusions

It is essential to have a focused group to champion the needs of Peacehaven Town Council during the next two years and to research and determine ways forward regarding Community House, our Net Zero Carbon Target and the needs of our community. Detailed discussions will be required and this will not be possible within the confines of the Policy & Finance Committee.

Recommendations

1. To form a Community House Sub-Committee consisting of five Councillors including the Chair of Policy and Finance and a Senior Officer.
2. To agree these Terms of Reference:
 - a. The Sub-Committee will report to Policy and Finance every six weeks. The Sub-Committee will meet at least once every six weeks and on demand when called by the chair.
 - b. To liaise with Morrisons regarding the redevelopment:
 - c. To ensure best value for residents.
 - d. To develop plans and engage outside expertise as required to achieve carbon neutral status for the building by 2030.
 - e. To develop contingency plans should Community House not be accessible for staff, Councillors and residents and the provision of alternative services including bus services, information office and use of other premises.
3. To agree members of this Sub-Committee and the chair.

Implications

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

<u>Financial</u>	PTC CIL budget and possible CIL applications to Lewes District Council. There is £5000 available for carbon neutral surveys.
<u>Legal</u>	To ensure compliance with the Equalities Act. To follow agreements in the heads of terms and contract between PTC and Morrisons
<u>Health & Safety</u>	To comply with Health and Safety Legislation
<u>Planning</u>	Additional planning permission may be required for some of the alterations
<u>Environmental and sustainability</u>	Plastic cladding to be avoided. Features such as green walls and roofs could be incorporated. Insulation, heating and ventilation to be considered. Features must be sustainable and provide best value. Finding sustainable options for existing plantings and wildlife.
<u>Crime and disorder</u>	Security of the site and equipment to be considered during the redevelopment and particularly while the building has been vacated.
<u>Social value</u>	Provide information and ensure residents are fully aware of alternative facilities. To provide progress updates to residents
<u>Climate</u>	To ensure that community house achieves net zero carbon by 2030.