



PEACEHAVEN TOWN COUNCIL

GEORGE DYSON
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Townclerk@peacehaventowncouncil.gov.uk

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

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 Harman,
Cllr Ashby-Parkin.**

22nd November 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 28th November 2023 commencing at 7.30pm

George Dyson, Town Clerk

A G E N D A

- 1. CCE356 CHAIRMAN'S ANNOUNCEMENTS**
- 2. CCE357 PUBLIC QUESTIONS**
- 3. CCE358 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**
- 4. CCE359 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**
- 5. CCE360 TO ADOPT THE MEETING MINUTES OF 10TH OCTOBER 2023**
- 6. CCE361 TO NOTE THE BUDGETARY UPDATE AND AGREE 2024/25 BUDGET**
- 7. CCE362 TO RECEIVE A REPORT ON THE RECENT HALLOWEEN PARTY**
- 8. CCE363 TO RECEIVE A REPORT ON THE UPCOMING CHRISTMAS PARTY AND DISCUSS ADDITIONAL SUPPORT REQUIRED**
- 9. CCE364 TO RECEIVE A REPORT ON THE UPCOMING CAROL CONCERT**
- 10. CCE365 TO RECEIVE A REPORT ON THE UPCOMING CHRISTMAS AFTERNOON TEA AND MERIDIAN CENTRE CLOSURE EVENT**

11. CCE366 TO RECEIVE A VERBAL UPDATE ON THE COMMUNITY SPACE SCHEME
12. CCE367 TO AGREE MEMBERS FOR THE D-DAY 80 TASK & FINISH GROUP
13. CCE368 TO RECEIVE A REPORT ON THE PROGRESS OF THE MERIDIAN WALK
14. CCE369 TO RECEIVE A REPORT ON THE RECENT ARMISTICE AND REMEMBRANCE DAYS
15. CCE370 TO DISCUSS AND AGREE RECOMMENDATION OF A REVISED FILMING POLICY TO THE POLICY & FINANCE COMMITTEE
16. CCE371 TO REVIEW AND PRIORITISE ITEMS FOR THE BUSINESS PLAN RELEVANT TO THIS COMMITTEE
17. CCE372 TO REVIEW AND UPDATE THE EVENTS CALENDAR AND COMMITTEE ACTION PLAN
18. CCE373 TO DISCUSS AND AGREE A RESPONSE TO A LETTER FROM PEACEHAVEN PLAYERS
19. CCE374 TO RECEIVE UPDATES FROM THE COMMITTEE'S TASK AND FINISH GROUPS:
 - a. Community Awards
 - b. May Day Fair
 - c. Filming Policy
20. CCE375 TO DISCUSS AND AGREE A TOWARDS ZERO CARBON PEACEHAVEN EVENT
21. CCE376 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING AS THE 16TH JANUARY 2024



PEACEHAVEN TOWN COUNCIL

George Dyson
TOWN CLERK
TELEPHONE: (01273) 585493
FAX: 01273 583560
E-MAIL: townclerk@peacehaventowncouncil.gov.uk

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

DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 10th October 2023 at 7.30pm

Present: Cllr Wendy Veck (Chair), Cllr Debbie Donovan (Vice-Chair), Cllr David Seabrook (Chair of Council), Cllr Ian Alexander, Cllr Cathy Norcott-Jones, Cllr Aimee Harman, Cllr Lee Ashby-Parkin, Amber Cullip-Cross (Youth Mayor), Noah Tilley (Deputy Youth Mayor).

Officers: George Dyson (Town Clerk), Karen Bray (Information and Community Facilities Officer), Jerome O'Meara (Marketing and Communications Officer).

2 members of the public were in attendance.

1. CCE334 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:34, welcomed everyone, went through the building fire procedures, asked that phones be put onto silent and notified those present that the meeting is being recorded, and informed the Committee of the following:

- Congratulations to our newly appointed Town Clerk & Responsible Financial Officer.
- Next Bingo is 25th October 2023 – 2 – 4pm
- Next Cinema is 18th October, 7.30pm showing Barbie.
- Halloween Party is 27th October – any Cllrs willing to support are welcomed.
- Deadline for content submissions for November eNews is COP 23rd October 2023.

The Chair also welcomed the newly appointed Youth Mayor and Deputy Youth Mayor.

2. CCE335 PUBLIC QUESTIONS

There were no public questions.

3. CCE336 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

There were no apologies for absence.

4. CCE337 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Veck declared an interest in item CCE342 as she is providing the catering for the party.

5. CCE338 TO ADOPT THE MEETING MINUTES OF 1ST AUGUST 2023

Proposed by: Cllr Alexander. Seconded by: Cllr Donovan.

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

6. CCE339 TO NOTE THE BUDGETARY UPDATE

The budgetary update was **noted**.

7. CCE340 TO START DISCUSSING THE BUDGET FOR THE NEXT FINANCIAL YEAR

Cllr Donovan informed the Committee that she met with the RFO on Friday and went through a provisional draft budget.

The Chair added that a £500 budget as an event float would be included in next year's budget.

8. CCE341 TO RECEIVE A VERBAL UPDATE ON THE COMMUNITY SPACE SCHEME

Cllr Veck introduced the item and explained how the scheme is working, that there have been positive responses initially and that if any Councillors had some spare time on a Monday then they would be welcome to come to support the space.

Cllr Seabrook added that the Community Space has been clashing with the COVID Vaccinations which has made it difficult to know what people are coming into Community House for, also adding thanks to all the staff who have been on duty whilst the vaccinations have been taking place.

The Committee **noted** the verbal report.

9. CCE342 TO RECEIVE A REPORT FROM THE HALLOWEEN TASK AND FINISH GROUP

The Information and Community Facilities Officer introduced the item and informed the Committee that all tickets had now sold out.

The Chair informed the Committee that there is another TFG meeting scheduled for 20th October to discuss the final plans, and reminded Committee members that any support on the day is welcome.

The Committee **noted** the verbal report.

10. CCE343 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS RELATING TO PUBLICISING THE MERIDIAN WALK

Cllr Donovan introduced the report and explained the background to the item.

The Marketing and Communications Officer will arrange a time with Cllr Donovan and other interested Councillors to go on the walk to start progressing this item.

11. CCE344 TO RECEIVE A VERBAL UPDATE ON THE CAROL CONCERT PLANNING

The Information and Community Facilities Officer introduced the item and informed the Committee that she and Cllr Donovan had sat down and spoken to relevant local stakeholders, the concert will take place in the Main Hall at Community House on 24th November 2023, 4 – 5.30pm.

The Committee **noted** the verbal report.

12. CCE345 TO NOTE THE REPORT ON ARMISTICE & REMEMBRANCE DAYS

The Clerk summarised the report, which the Committee **noted**.

13. CCE346 TO DISCUSS FUTURE IDEAS FOR CIVIC FUNDRAISING

Cllr Veck introduced the report and explained the background to the item.

The Committee discussed a couple of ideas, including a climate fair, which the Deputy Youth Mayor will liaise with Cllr Seabrook about.

It was proposed that we form a TFG to investigate the possibility of putting on a May Day fair.

Proposed by: Cllr Donovan. Seconded by: Cllr Seabrook.

The Committee resolved to agree to this proposal.

The May Day TFG is to consist of: Cllrs Donovan, Harman, Seabrook, Ashby-Parkin, and the Deputy Youth Mayor.

14. CCE347 TO RECEIVE A REPORT ON AN EVENT TO MARK THE CLOSURE OF THE MERIDIAN CENTRE

The Marketing and Communications Officer introduced the item.

Cllr Donovan put forward some thoughts on people who could be approached about the history of the centre, and Cllr Veck suggested an eNews appeal for photos, information, etc in the November edition.

The Committee further discussed including a recognition of the closure as part of the Christmas Afternoon Tea, collating a list of all businesses that have traded in the centre, and a time capsule.

It was proposed that Information boards about the Meridian Centre be prepared and that it be included in the Christmas Afternoon Tea.

Proposed by: Cllr Donovan. Seconded by: Cllr Seabrook.

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

15. CCE348 TO RECEIVE A REPORT ON THE APPOINTMENT OF A YOUTH MAYOR

The newly appointed Youth Mayor and Deputy Youth Mayor were present at the meeting, the Committee congratulated them on their new roles.

16. CCE349 TO AGREE A REQUEST TO THE PERSONNEL COMMITTEE THAT SAFEGUARDING IS ADDED TO THE COUNCILLORS TRAINING PLAN FOR MEMBERS THAT ATTEND EVENTS.

The Town Clerk will write a report for the next Personnel Committee meeting to include a recommendation for Safeguarding training for members attending events and whether DBS checks are necessary.

17. CCE350 TO NOTE UPCOMING EVENTS

The Committee **noted** the events calendar.

18. CCE351 TO DISCUSS AND AGREE A NEW REPORT TEMPLATE FOR EVENTS

The Clerk introduced the item and the Marketing and Communications Officer added some background information.

It was proposed that the Committee agree to use the new report template for event proposals.

Proposed by: Cllr Donovan. Seconded by: Cllr Alexander.

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

19. CCE352 TO SET UP A TFG TO REVIEW THE FILMING POLICY

The Clerk summarised the report and Cllr Donovan noted the importance of properly advertising filming opportunities.

It was proposed that a TFG be set up to review the filming policy.

Proposed by: Cllr Donovan. Seconded by: Cllr Ashby-Parkin.
The Committee **resolved** to **agree** to this proposal.

TFG to consist of: Cllrs Donovan, Ashby-Parkin, Norcott-Jones, and the Marketing and Communications Officer.

20. CCE353 TO DISCUSS D-DAY 80 CELEBRATIONS IN 2024

There was a discussion on the information included in the papers.

It was proposed that the Committee agree a date for a celebration and get the Town Crier booked in for this and set up a TFG to meet later in the year, once Halloween is over.

Proposed by: Cllr Seabrook. Seconded by: Cllr Norcott-Jones.
The Committee **resolved** to **agree** to this proposal.

21. CCE354 TO RECEIVE A VERBAL UPDATE FROM THE TASK & FINISH GROUPS (TFGs):

a. Community Awards.

No update – this TFG is yet to meet.

22. CCE355 AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING FOR 28TH NOVEMBER 2023

The date of the next meeting was confirmed for 28th November 2023 at 7.30pm.

There being no further business the meeting ended at 20:44.

Detailed Income & Expenditure by Budget Heading 15/11/2023

Month No: 8

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	305	1,500	1,195		1,195	20.3%	
4332 Mayor's Reception	0	1,000	1,000		1,000	0.0%	
4335 Civic Expenses	609	1,200	591		591	50.7%	
4336 Civic Service	19	500	481		481	3.8%	
4338 Remembrance Services	75	550	475		475	13.6%	
4339 National Mourning	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	1,008	5,250	4,242	0	4,242	19.2%	0
Net Expenditure	(1,549)	(6,950)	(5,401)				
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	1,549	6,950	5,401	0	5,401	22.3%	
Net Income over Expenditure	(1,549)	(6,950)	(5,401)				
Movement to/(from) Gen Reserve	(1,549)						

CIVIC & EVENTS

110 Civic Events

4331	Mayor's Allowance	1,500	1,500	0.0%	
4332	Mayor's Reception	1,000	1,200	20.0%	
TBA	Town Criers Outfit	0	750	#DIV/0!	
4335	Civic Expenses	1,200	1,200	0.0%	
4336	Civic Service	500	500	140.0%	
4338	Remembrance Services	550	1,000	-9.1%	Includes D-Day 80
4339	National Mourning	500	500	100.0%	
4349	Civic Training	500	500	0.0%	
4350	Mayors Badge	700	500	-28.6%	
4351	Youth Mayor	500	500	0.0%	

Civic Expenses: Expenditure

6,950 7,650 10.1%

Net Expenditure over Income

6,950 7,650 10.1%

120 Marketing

4328	Website (include Browsealoud)	2,500	2,000	-20.0%	
4502	Events	300	500	66.7%	
4306	Printing	300	300	0.0%	
4329	Advertising	700	500	-28.6%	
4352	Annual Report	100	100	0.0%	

Marketing: Expenditure

3,900 3,400 -12.8%

1048	E-News advertising	100	100	0.0%	
1301	Filming	2,000	1,000	-50.0%	
1049	Banner Board Income	2,500	1,500	-40.0%	
1300	Donations Received	0		#DIV/0!	

Marketing: Income

4,600 2,600

Net Expenditure over Income

-700 800 -214.3%

430 Summer Fair

4502	Events	2,000	2,000	0.0%	
4329	Advertising	500	500	0.0%	
4500	Event Staff Overtime	1,500	1,500	0.0%	
4900	Miscellaneous Expenses	1,200	1,200	0.0%	

Summer Fair: Expenditure

5,200 5,200

1045	Event Sponsorship	500	500	0.0%	
1046	Stall Income (Events)	1,500	1,500	0.0%	
1094	Other Customer & Client Receipts	1,000	1,000	0.0%	

Summer Fair: Income

3,000 3,000

Net Expenditure over Income

2,200 2,200

440 Christmas Market

4329	Advertising	300	300	0.0%	
4500	Event Staff Overtime	1,000	1,000	0.0%	
4501	Carol Concert	160	160	0.0%	
4900	Miscellaneous Expenses	700	700	0.0%	

Christmas Market: Expenditure

2,160 2,160

1045	Event Sponsorship	800	800	0.0%
1046	Stall Income (Events)	1,000	1,000	0.0%
1094	Other Customer & Client Receipts	360	360	0.0%
Christmas Market: Income		2,160	2,160	
Net Expenditure over Income		0	0	
CIVIC & EVENTS: Total Expenditure		18,210	18,410	1.1%
CIVIC & EVENTS: Total Income		9,760	7,760	
Net Expenditure over Income		8,450	10,650	26.0%

Agenda Item: CCE362

Committee: CCE

Date: 28th November 2023

Title: HALLOWEEN

Report Authors: Information & Community Facilities Officer

Purpose of Report: TO UPDATE THE COMMITTEE

Introduction

Peacehaven town council held their first Halloween children's party which was held on Friday 27th October and was attended by 80 children and their parents.

The event was a huge success with many complementary comments received.

Background

The CCE committee agree to hold the party in the main hall,
With entertainment and food provided, with a charge £4.00 per child.

Analysis

Income-

All 80 tickets were sold - £320.00

Teas and coffee for the adults made £17.40 which was donated to the mayor's fund.

Expenditure -

Jon Borthwick entertained the children with games and dancing. £180.00

Cllr Aimee Harman provided face painting at cost of materials only yet to be invoiced for

Cllr Ian Alexander provided the decorations free of charge.

Cllr Wendy Veck provided a slice of pizza chips and soft drinks at a cost of £100.00.

Cllr Cathy Norcott Jones provided guess what's in the box game.

The children were given glow sticks on arrival to wear for the party, and a goodie bag of sweets and stickers when leaving.

Tesco provide free of charge 60 ice creams.

Prizes were given for the best dressed, best face paint, best costume these were purchased at a cost of £19.00 and 3 other small presents for Jon Borthwick to hand out for the games.

The cost of 1 member of staff for 3 hours on the night of the party as well as time taken to organise the event from scratch. £69.22

Conclusions

The event was a huge success with many happy children leaving the party.

The event was attended with help by many councillors during the party , help with decorating and during the evening .

There was an issue with the food running low with children not getting chips and ice creams but we did manage to placate these children with chocolate cakes.

A lot of these items were free of charge but we must be conscious they may not be available next time so more funds may need to be found.

Recommendations

Committee are asked to note the 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? 	Party made a slight loss.
<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	All provisions in place
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	Risk assessment for the party
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	For the children in the community
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers

Please see breakdown of Halloween sales & costs

Ticket sales	320.00
Tea & Coffee Sales	17.40
Entertainment	180.00
Food	100.00
Gift bags	19.00
Glow Sticks	6.75
Staff	69.22
Awaiting Invoice from Cllr Harman	???
Total	-37.57

Agenda Item: CCE363

Committee: CCE

Date: 28/11/2023

Title: CHRISTMAS PARTY

Report Authors: Information and Community Facilities Officer

Purpose of Report: TO UPDATE THE COMMITTEE

Introduction

Peacehaven Town Council are holding a Christmas children party on Friday the 15th of December 2023 with capacity for 80 children and their parents.

Background

The CCE committee agreed to hold the party in the main hall with entertainment by John Borthwick, an appearance from Father Christmas, presents and food provided for the children, with a charge £5.00 per child.

Analysis

If All 80 tickets were to be sold income would be £400.00

Jon Borthwick entertained the children with games and dancing. Cost £180.00

The Gifts for the children we are utilising presents we have stored away over the years cost £0.00.

Cllr Aimee Harman providing face painting at cost of materials only yet to be invoiced for £-----

Hot dogs, burgers, crisps, soft drinks, and ice cream at a cost of £100.00.

The children will be given glow sticks on arrival to wear for the party, and a present will be given when leaving.

Prizes will be given for the best dressed, best face paint, best costume, and other small presents for Jon Borthwick to hand out during his games.

The cost of 1 member of staff for 3 hours on the night of the party as well as time taken to organise the event from scratch. Cost £69.22

Teas and coffees for the adults will be available with a small charge which will be donated to the mayor's fund.

Craft table will be placed in the foyer for a quiet play space if the children require it.

Conclusions

The event looks like it will be able to run at zero cost to the council and may even be able to run at a small profit towards the mayor's charities.

Councillors will be asked to volunteer and help during the party.

A lot of these items were free of charge but we must be conscious that they may not be available next time so more funds may need to be found for future events.

Recommendations

Committee are asked to note the 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?	Zero cost
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	All provisions in place
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	Risk assessment for the party
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?• Walking/cycling?	
<u>Crime and disorder</u> <ul style="list-style-type: none">• ASB?• Public safety?• Road safety?	Caretakers and another member of staff will be on site during the event
<u>Social value</u> <ul style="list-style-type: none">• Charities/voluntary orgs?• Support for those in need?• Area improvements?• Community benefits?	For the children in the community
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?• Materials?• Recycling?	

Appendices/Background papers

Please see breakdown of Christmas party sales & costs

80 Ticket sales	+£400.00
Tea & Coffee Sales	+£
Entertainment	-£180.00
Food	-£100.00
Gift bags	£0.00
Glow Sticks	-£6.75
Staff	-£69.22
Awaiting Invoice from Cllr Harman	-£
Total	

Event: Christmas Party

Date: 15 Dec

Expenditure

Item	Cost	Qty	Total
Jon Borthick	180.00	1	180.00
Food	100.00	1	100.00
face painting materials		1	

TOTAL		£0.00
-------	--	-------

Income

Item	Cost	Qty	Total
Tickets	5.00	80	400.00
Tea/coffee			
Staff			

TOTAL		£0.00
-------	--	-------

Totals

Surplus/Defecit	£0.00
-----------------	-------

Agenda Item: CCE364

Committee: CCE

Date: Tuesday 28th November 2023

Title: carol concert

Report Authors: Information and community facilities office

Purpose of Report: to update the committee.

Introduction

Peacehaven Town Council are holding the first carol concert since pre covid.

Background

The CCE Committee agreed to hold the carol concert in the main hall for the community.

Local performers a local school and individual soloist and our pianist Kathy

Price of a ticket is £1.00 with all proceeds to go to the food bank,

Local Mayors will be attending the performance.

Analysis

Jon Borthwick as MC at no cost

Local churches will be taking part.

Attached is a program.

Co-Op to provide mince pies for the interval and jeff and vi Collington to serve the tea and coffee which ptc will provide.

Everyone will be provided a glow stick a programme and song sheet.

Conclusions

At time of writing this report 100 tickets have been sold with 2 churches having 30 tickets to sell

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?	
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?	

<ul style="list-style-type: none"> • Lease/landlord responsibilities? 	
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?



**PEACEHAVEN TOWN COUNCIL
COMMUNITY HOUSE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB
TEL:01273 585493**

www.peacehaventowncouncil.gov.uk



**Community Carol Concert
Programme
4pm Friday 24 Nov 2023
Refreshments approx.5.00pm
Main Hall, Community House
Meridian Centre
Peacehaven**

Our thanks to
Local Churches, Local School, Performer's,
Compere Jon Borthwick and Pianist Kathy Graham
And to the
Evangelical Church for serving the refreshments
We liked to thank Peacehaven Coop for donating the
refreshments.

Welcome & Introduction
The Mayor , Cllr David Seabrook

Joy to the World (everyone)

Sussex Carol (everyone)

Church of the Ascension

Luke 2:1-7 Jesus is Born

Soloists - Georgina and Judith

Once in Royal David's City (everyone)

Peacehaven Heights Community School

Mark Woodgate & Stuart Bradford

Joy to the world (Mankind is saved)

The Holly & The Ivy (everyone)

Telscombe Ciffs Community Church

Luke 2:8-14 The Angels appear

O Come all Ye Faithful (everyone)

15 Minute Break

Soloists Georgina & Judith

Hark the Herald Angels Sing (everyone)

Away in a manger (everyone)

Soloist Mark Woodgate

Precious Child

While Shepherds Watched their flock

Evangelical Free Church

Luke 2: 15-20 The Shepherds Visit

We Three Kings (everyone)

Peacehaven Heights Community School

Catholic Church

Luke 2:21-26

Soloist- Jon Borthwick

Silent Night (everyone) (Lights down)

Church of the Ascension

Christmas blessing

Christmas poem - Jon Borthwick

Christmas poem - Amber Cullip - Cross

Youth Mayor

Agenda Item: CCE365

Committee: CCE

Date: Tuesday 28th November 2023

Title: Afternoon Tea with the Mayor

Report Authors: Information and community facility officer

Purpose of Report: to update the committee.

Introduction

Peacehaven Town Council are holding an afternoon Christmas tea with Mayor.

Background

The CCE committee agreed to hold the Christmas afternoon tea in the main hall for the community.

Local performers will be coming in to entertain.

Price of a ticket is £3.00 with all proceeds to go to the mayors Charity.

Residents, Local mayors, dignitaries and councillors welcome to attending the afternoon tea.

Analysis

The afternoon tea will consist of

sandwiches scones and cream and small cakes and plenty do tea and coffee.

Local pictures will be displayed of Peacehaven and meridian centre for back down memory lane. Report from Jerome

A small raffle will be displayed at 50p per ticket.

Help from the Mencap ladies.

Help wanted from Councillors please.

Conclusions

At time of writing this report the tickets are going on sale

Recommendations

Just 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?	
---	--

<ul style="list-style-type: none"> • Reduced expenditure? • Increased income? • Budget provision? 	
<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	For the community
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers

Event: Christmas afternoon tea

Date: 20 Dec 23

Expenditure

Item	Cost	Qty	Total
Food	60.00	-	60.00

TOTAL		£0.00
-------	--	-------

Income

Item	Cost	Qty	Total
Donation			20.00

TOTAL		£0.00
-------	--	-------

Totals

Surplus/Defecit	£0.00
-----------------	-------

Agenda Item: CCE365

Committee: Civic & Community Events

Date: 21/11/2023

Title: Historical exhibition remembering the Meridian Centre.

Report Authors: Communications & Marketing Officer

Purpose of Report: Update on the historical exhibition remembering the Meridian Centre.

Introduction

Update on the historical exhibition remembering the Meridian Centre.

Background

During the Christmas Tea Party Mayoral Event on December 20th a local historian and a number of display boards will be situated around the hall for those attending the tea party to remember what has been and what is to come of the Meridian Centre.

Analysis

- Purpose of the event

As the Meridian Centre closes for rebuilding the historical exhibition aims to walk down memory lane paying homage to former businesses and look to the future.

- How will it be funded

Mayoral event

- What resources are needed

Expert research from historians (currently contacting Julia Winckler) and looking through the books in the PTC archives. Printing and display boards (internally sourced).

- How long will the event take to organise

5 weeks

- How will it be marketed?]

Social media and print posters

- Will it require digital marketing - social media, PTC website, eNews, survey/questionnaire?
- Print marketing – poster, banner, booklet?
- combination of both?
- What key information will go in the poster?
- Does it need the inclusion of other organisations logos?

All relevant marketing content is made.

- When it needs to be advertised

Late November

Conclusions

At the time of writing this report I am in the process of collating, information and photographs that will form the basis of the display boards. I am contacting owners of the rights to these photographs to gain permission to use them. I am contacting local historians to see if they would like to contribute with a small talk.

Recommendations

Note of loss to businesses

Idea of the future of the building

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? 	Mayoral event
<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	Ensuring photograph copyright is upheld
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	Display boards not in the way of fire exits
<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? 	Residents spending time together in a shared interest whilst learning of the future development of Peacehaven Meridian Centre
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers

Three quotes? Historical books by Stanley Bernard, Julia Winckler, Tony Payne and more

Location map?

Location pictures?

Agenda Item: CCE367
Committee: CCE
Date: 28th November 2023
Title: D-Day 80 Task & Finish Group (TFG)
Report Authors: Town Clerk
Purpose of Report: To agree

Introduction & Background

6th June 2024 marks 80 years since the D-Day landings, and at the last CCE committee meeting (10th October), it was agreed that Peacehaven Town Council put an on event to celebrate this, and that a TFG would be formed to plan this.

Analysis

Forming the TFG now will give plenty of lead time to get the event planned, and the RBL have indicated that they would like to have involvement with this – inviting the Chairman and Vice-Chairman of the local branch of the RBL to have input at this early stage will help ensure a collaborative approach to any event that is agreed.

The TFG may need scope to expand and grow as the event date starts to come nearer.

Conclusions

It is necessary to form this TFG and agree the remit.

Recommendations

To form a TFG with a mix of Councillors and non-Councillors to start planning the event.

Agenda Item: CCE369

Committee: Civic & Community Events

Date: 28th November 2023

Title: Review of Armistice & Remembrance Day

Report Authors: Town Clerk

Purpose of Report: To Note

Introduction

Each year PTC organises traditional Armistice and Remembrance Day services at the memorial. This year Armistice fell on a Saturday, so following discussion with RBL, an event commemorating Armistice was Friday held on Friday 10th November 2023, and Remembrance Day Sunday 12th November 2023.

Background

Planning for the events started earlier than last year, with an initial meeting taking place on Tuesday 8th August among the key stakeholders involved with the event – this worked well and set the scene for collaborative working on putting the events on.

Analysis

The days generally came together well, and feedback was overwhelmingly positive. There was an issue with the setup of the speaker on Armistice Day, which led to difficulty in hearing those speaking.

Even on Remembrance day, where a full Soundboard and 2 speakers were provided, there were comments about not being able to hear towards the back of the large crowd that gathered – it was commented by many people that this year was the largest turnout they can remember.

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, and thank you to those involved.

Recommendations

The committee are asked to:

- Review and discuss this report.
- To consider investing in an additional 2 speakers (circa. £300)

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: CCE370

Committee: CCE

Date: 28th November 2023

Title: Film contracts

Report Authors: Cllr. Deborah Donovan

Purpose of Report: To agree recommendation

Introduction

At our last meeting it was suggested that we review our current filming policy as contracts had dropped over the past 18 months.

Background

A substantial amount of income has been lost over these months, mainly due to lack of officer knowledge in marketing these types of enquiries.

A TFG was set up and a meeting via zoom with the Sussex Film Office (SFO) was arranged by the town clerk.

Analysis

Cllrs. Ashby-Parkin, Seabrook and myself with Assistant Committees Officer, Vicky Onis attended the meeting. We discussed the possibility of SFO taking full responsibility of marketing our town to encourage filming opportunities once again.

Conclusions

The Managing Director, Kelly Mikulla of SFO explained what their role would be in advertising, marketing and securing potential contracts for Peacehaven Town Council; which we all agreed would benefit the council in attracting more productions & photographic contracts. Sussex Film Office will organise the promotion and all associated for 20% of each signed contract. This will not enhance officer time. All agreements will sent for approval to our communications officer.

Recommendations

Sussex Film Office will highlight our town on their social media platforms and website (sussexfilloffice.co.uk). Many large companies and councils have been associated with SFO for many years. Our last contract was The Policeman which featured Harry Styles, which featured both Peacehaven and Brighton. We can achieve more contracts like this with the support & management from SFO.

Please see the accompanying information sent from Sussex Film Office to support this report.

We strongly ask you to approve this recommendation, to enable PTC to move forward with this income generated proposal.

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?	The only reduced expenditure would be the 20% taken for each contract, this would, however, counteract the amount of officer involvement & time spent seeing the contract through.
<u>Legal</u>	

<ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?



A proposal for a

Peacehaven Town Council

Where stories come alive - Your ultimate
filming destination!



Who we are

FAME Pro, created a decade ago, offers a comprehensive solution for filmmakers to manage pre-production activities in one place.

It streamlines processes, saving time and ensuring cost savings by providing real-time visibility, avoiding duplication, simplifying production, and managing costs and cashflow.

Together with Sussex Film Office, FAME Pro has generated over £118 Million in revenue, benefiting councils, stakeholders, and the local economy.

Expanding beyond Sussex, we now lead in permit application platforms with offices in Worcestershire, Stevenage, and Hertfordshire, reflecting our commitment to economic growth and empowering filmmakers in diverse regions.



Debi Carter
Production Manager



James Cottrell
Production Manager



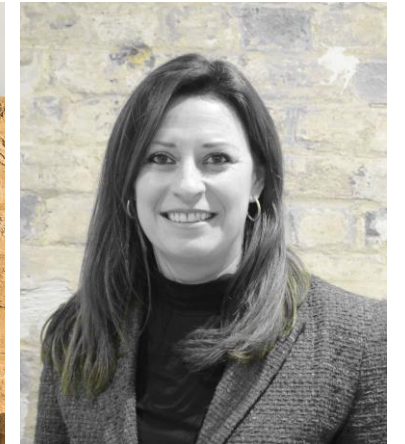
Claire Stevens
Locations & Admin



Lucy Abbott
Trainee Production
Coordinator



John Alflatt
Location Manager



Kelly Mikulla
Managing Director



What we do

Our services support and facilitate the process of filmmaking. Our goal is to offer a comprehensive and efficient "wrap around" service to ensure quality film production.

Location Scouting: we find suitable filming locations, from countryside to landmarks and urban settings.

Permit Assistance: guiding filmmakers through the process of obtaining necessary permits and permissions for specific filming locations.

Crew & Cast Coordination: we connect filmmakers with skilled industry professionals, including crew members, actors, and technicians, from our vast network of contacts to meet their specific requirements.

Production Support: We offer comprehensive logistical support for productions, arranging transportation, accommodations, equipment rentals, catering services, and other essential resources for a successful shoot.

Fixer Services: We provide comprehensive production coordination, handling everything from location scouting to crew and cast arrangements, permits, and logistical support, ensuring a seamless and efficient production.

Fast Turnaround: We prioritize fast turnaround and efficient coordination, leveraging the capabilities of FAME Pro to streamline processes, save time and money, and respond effectively to changing customer demands.

The background of the entire slide is a dark, blue-toned photograph showing the silhouettes of a film crew. In the center, a professional video camera is mounted on a rig. Several people are visible around it, some looking at monitors attached to the camera. The scene is dimly lit, with light sources creating a hazy, atmospheric effect.

Our vision

A streamlines solution for every production type and budget, all in one place.

Our Mission

Elevating service excellence in the TV and film industry

We are a trusted and efficient partner for councils and filmmakers, offering a range of services to meet their production needs. With our extensive connections, local knowledge, and expertise, we work to facilitate high-quality filmmaking in the area while minimising disruptions.

How we do it

Key elements to operating a Film Office.

Research: We define the scope, objectives, and critical factors involved in the management of a film office.

Branding & Marketing: We develop a strong brand identity and implement a strategic marketing plan to promote the Film Office and its services.

Website Design & Development: We create a user-friendly website that serves as a central hub for filmmakers with information on the region, locations, crew and cast details, and local industry suppliers.

Database Development: We create a comprehensive database of locations, crew members, cast members, and industry suppliers, serving as a valuable resource for filmmakers.





Opportunities for Students: We create programs for students interested in the film industry, offering internships, workshops, and mentorship opportunities to help them gain practical experience and develop their skills.

Expert Team: Our experienced team efficiently run the Film Office, providing guidance, support, and assistance to filmmakers and stakeholders based on their industry expertise and knowledge.

Building Relationships: We actively engage with the local authority, businesses, and the community to build strong relationships, fostering support and cooperation for the success and sustainability of the Film Office.

Access to Filmmakers: Through our extensive network, we have access to over 9,000 filmmakers who can be connected with the necessary resources and expertise for their projects.

FAME pro Permit Application System: Our in-house FAME pro permit application system will streamline the process of obtaining permits for filming in the region.

Our Fees: Based on an exclusive arrangement, a 20% commission is built in to each transaction. Therefore, we earn only when you do.

What is FAME Pro?



A filming permit management system

FAME Pro offers you a knowledgeable, friendly support team and a purpose built film permit management system combined. Besides handling film permit enquiries and applications on your behalf, our team can help to make your area an attractive proposition for filmmakers.

All permit enquiries are submitted and managed through the online FAME Pro system. You and your team can access it at any time, while our team takes care of the day-to-day management.

FAME Pro ensures that no opportunities are missed, and that minimal council resources are needed to manage and approve permit applications efficiently.

Become a filming location of choice

Film producers work quickly, and opportunities for councils to raise funds through filming permits are often lost due to delays in film permits caused by pressure on council resources.

With FAME Pro you can give a simple production or fashion shoot the green light within 24 hours. An easy application process and speedy turn-around times for permit applications attracts film producers and photographers, building your reputation as a film-friendly area.

Our achievements in Sussex

At the Sussex Film Office, our track record speaks for itself. Here are some key points that highlight our accomplishments and the value we bring to the industry:

Revenue Generation: We have generated over £118 million in revenue for councils, location owners, local talent, hotels, businesses and community.

Growth: An average annual growth rate of 160%. This showcases our ability to continuously expand and adapt to the evolving needs of the film industry.

Productions: Over 5500 productions under our belt, we have a wealth of experience and a deep understanding of the filmmaking process.

High Conversion Rate: We pride ourselves on our ability to convert enquiries into sales. We convert 78% of enquiries, turning potential clients into satisfied customers.

Commitment to Education: we are committed to nurturing and supporting the next generation of talent in the TV and filming industry. We have helped over 200 students and other industry workers break into the industry, providing them with valuable opportunities and guidance.



Who we work with

From script to screen, we have provided a variety of services to a wide range of companies, including:



NETFLIX

RICOCHET
A WARNER BROS. TELEVISION
PRODUCTION UK COMPANY

amazonstudios



SAATCHI
&
SAATCHI



riff raff

VICTORIA BECKHAM

VOGUE
CONDÉ NAST

MAMMOTH
SCREEN





Thank you for reading

Presented by Kelly Mikulla

Kelly@fame-pro.com
01903 885379



Agenda Item: CCE371
Committee: CCE
Date: 28st November 2023
Title: To agree Committee priorities relating to the Community & Business plan
Report Authors: Town Clerk/ Business plan TFG
Purpose of Report: To discuss and agree

Introduction & Background

On 11th July 2023, Full Council formed a TFG to revise the community and business plan. The business plan is a working, strategic document that sets the direction of Peacehaven Town Council for the next 4 years.

It is important that the plan focuses on the strategic aims and not small projects or objectives towards those aims.

Careful consideration needs to be given to the resource allocation (which includes factors such as Councillor/ Officer time, financial implications, facilities/ infrastructure required) – the intention is that the plan should be realistically achievable within the 4 year period.

Analysis

The current Community and Business plan provides a good basis for creating the new one, although it requires a lot of refining. The TFG has therefore asked that each Committee considers the points on the current plan relevant to the Committees delegated areas of responsibility, priorities these, and ensures that they are aligned with the Councils core values.

The Council's core values set out in the plan are:

Growing the economy sustainably

Valuing the environment

Empowering and supporting the community

Supporting residents in need

Helping children and young people

Improve the quality of life for residents and visitors to Peacehaven

Items in the plan should align with one or more of these values wherever possible.

Conclusions

It is asked that if each Committee could aim to have around 5 priorities to put forward for inclusion in the community and business plan – these could be items from the current plan (in the attached table), amended items from the current plan, or new items that perhaps weren't priorities when the previous plan was created.

Recommendations

To discuss and agree around 5 priorities for the Community and Business plan relevant to the Committee's areas of responsibility to be reported back to the TFG.

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?	Consideration for financial implications of priorities over the next 4 years.
---	---

<ul style="list-style-type: none"> • Reduced expenditure? • Increased income? • Budget provision? 	
<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	Any priorities need to be within the power of the Council to achieve – PTC currently has GPC so can generally do anything that an individual is normally permitted to do.
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	When considering projects and resource allocation, H&S implications and completion of Risk Assessments will need to form part of action plans.
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	Some items on the plan may require planning permission to be sought – consideration for resource allocation.
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	Aligns with the core values as set out in the report.
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	Aligns with the core values as set out in the report.
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Aligns with the core values as set out in the report.
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	Aligns with the core values as set out in the report.

Appendices/Background papers

Relevant Committee projects on current community and business plan.

RESPONSIBILITY

Civic & Community Events

PURPOSE	PROJECT	ACTIVITY REQUIRED	CURRENT POSITION
Community: To build an inclusive, healthy and vibrant community	Engage and identify ways to reach the non-IT residents	Action plan to be created	New marketing team in place and marketing plan to be introduced
Community: To build an inclusive, healthy and vibrant community	Develop a schedule of events, based on resident survey and demographics	Action plan to be created	New marketing team in place and marketing plan to be introduced
Leisure & Tourism: To promote Peacehaven as a local tourist place to stay and increase wealth to the town.	Work with organisations to promote local businesses such as B&B, AirBnB, proximity to South Downs, Brighton, Eastbourne	Action plan to be created	Connection with local business underway. Website to be updated with business directory and 'why visit Peacehaven'
Crime & Policing: To decrease anti-social and violent crime in the town	Frequently promote scamming issues and implement marketing initiatives to protect residents of the town.	Ongoing	Ongoing via social media, website and advertising
Business: To support local businesses	Encourage networking opportunities and strengthen relation with Chamber and other business networks	Contacts to be strengthened and identify income and benefits. More interaction and visibility required from PTC	Relationship with Chamber developing, alongside other organisation
Business: To support local businesses	Support opportunities for regular showcasing of local products, farms, honey making. Support weekly market and encourage car boot sales	Action plan to be created	Action plan to be created
Business: To support local businesses	Develop a strategy for advertising and promoting Peacehaven as a place to live, work & enjoy	Action plan to be created	Action plan to be created

Business: To support local businesses	Work closely with schools. Colleges and universities plus other local towns and cities	Action plan to be created	Action plan to be created
Highways & Transport: To maintain the standard of our highways and provide a better service	Work with schools on a safe to travel projects, walk and cycle and leave the car at home	Action plan to be created	Action plan to be created
Highways & Transport: To maintain the standard of our highways and provide a better service	Work with CTLA, Havans Community cars and others to provide a regular and frequent collection point for all, especially to reach KH and CH for events	Action plan to be created	Action plan to be created
Young & Elderly: Decrease isolation by connecting the wards and local amenities	Facilitate the election of a Youth Mayor in September to work on the provision of facilities for young people	Action plan to be created	Action plan to be created
Young & Elderly: Decrease isolation by connecting the wards and local amenities	Assist in setting up computer workshops and social media clubs for isolated / non computer users	Action plan to be created	Action plan to be created
Young & Elderly: Decrease isolation by connecting the wards and local amenities	Partner in promoting activities at the Football Club, Bowls, Kempton House, Park run and others	Action plan to be created	Action plan to be created
Young & Elderly: Decrease isolation by connecting the wards and local amenities	Provide grants to charity, community, voluntary groups towards their projects	Action plan to be created	Action plan to be created



Peacehaven Town Council

Agenda Item: CCE372

Committee: Civic and Community Events

Date: 28th November 2023

Title: Committee Action Plan & Events Calendar

Purpose of Report: To Inform

General Action Plan				
Date	Task	Action	Responsible Person(s)	Update
September 2023	Election of new Youth Mayor.	Liaising with PCS to elect a new Youth Mayor.	CCE Committee	New Youth Mayor & Deputy in post.
October 2023	Community Space	Community Space taking place every Monday morning in the Community House Foyer	CCE Committee	Started 2 nd October 2023 – First session seemed a success, although some problems due to COVID Vaccinations taking place at the same time.

Events Calendar				
Date	Event	Description	Responsible Person(s)	Update
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	
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.	Deputy Town Clerk & Cllr Seabrook to discuss plans	Proposed date booked in, plans TBC, query over use of CH.
6 th June 2024	D-Day 80		TFG being formed	
13 th July 2024	Telscombe Summer Fair			

Agenda Item: CCE373
Committee: CCE
Date: 28th November 2023
Title: Request from Peacehaven Players – Sunday opening
Report Authors: Town Clerk
Purpose of Report: To discuss & agree

Introduction & Background

Peacehaven Players put on 2 shows each year, and use Community House to rehearse on Tuesday & Thursday evenings throughout the year. The players have a significant social value for members and those that come to watch the shows.

The Players have enquired about using the Main Hall for a Sunday show, and were originally advised that this was not possible as Community House does not open on a Sunday, they have then since asked again, and were advised to put the request in writing to the Committee, which they have done (letter attached).

Analysis

Opening on a Sunday would require Caretakers to be on the premises. Sunday working is outside of their contracts, and the Caretakers have indicated, for a number of valid reasons, that they would not be able to commit to working on a Sunday. If any staff were to agree to work on a Sunday then as per the terms of the NJC Green Book, double rates of pay would also apply.

The Caretaker role requires significant training in the required standards, as well as responsibilities for security, First Aid, Fire Marshal, Key holding (including alarm setting), and safe access to electrical equipment and chemicals.

Conclusions

If we were wanting to agree to open on a Sunday, it would likely involve having to recruit and train a new member of staff as a casual caretaker.

Recommendations

To discuss this report and, if necessary, make any recommendations to other relevant Committees.

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 opening Community House, including staffing.
<u>Legal</u> <ul style="list-style-type: none">• UK Law?	Employment Rights Act

<ul style="list-style-type: none"> • Council Powers/Duties? • Lease/landlord responsibilities? 	NJC Green Book, Employee Contracts.
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	Fire Marshal, First Aider, and Responsible person required on site.
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Supporting the Peacehaven Players
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?

PEACEHAVEN PLAYERS

Theatre Group 

Mr. G. Dyson
Town Clerk
Peacehaven Town Council
Community House
Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

9-Nov-23

Dear George,

SUNDAY HIRE – 1 DECEMBER, 2024 – 12 NOON TO 6PM

Thank you for meeting with me on Wednesday, 8 December. As requested, I am putting in writing the Peacehaven Players request to hire the Main Hall on the above date in 2024.

Over the past few years our hiring for the pantomime has included two Saturdays. This gives us the opportunity to perform two matinees which are extremely popular with our audience. However, the recent astronomical rise in the cost of providing Sound and Lighting Contractors over two weekends has become cost prohibitive. Performing a matinee on a Sunday would enable us to not only retain the two matinee performances but would considerably reduce the cost of providing Sound & Lighting Contractors. In addition, it would make it easier to find Contractors as most are extremely busy at that time of year and cannot commit to two weekends.

We would appreciate your consideration of our request and, if agreed, could you kindly provide us with a cost for the Sunday hire.

Thanking you in anticipation.

Yours sincerely,




Peacehaven Players

Agenda Item: CCE375

Committee: Civic & Community Events

Date: 28th November 2023

Title: Towards Zero Carbon Peacehaven

Report Authors: David Seabrook

Purpose of Report: Request to organise and deliver an event

Introduction

The Climate Change working party is recommending organising an event that will take place on Saturday July 6th, 2024, in Centenary Park next to the Gateway Café. The aim of this event is to raise awareness of climate change and to provide practical help to residents keen to reduce its effects and to reduce carbon emissions in Peacehaven.

Background

The event will include exhibitors that will cover the entire range of climate change issues including energy, transport, housing, food, waste, wellbeing and biodiversity. The event will be open to the public between 10am and 3pm with no admission charge. Exhibitors will not be charged either although commercial organisations are being encouraged to donate or enter into a sponsorship arrangement. We are in discussions with OVCA regarding sponsorship who have indicated that £2500 could be made available. Peacehaven Community School will be playing a significant part in the event.

Analysis

The Big Lemon Bus Company will be approached with a view to offering a free *electric* bus around Peacehaven and Telscombe to bring in residents to the event as in 2022.

The event could be outside, in a large marquee or even in the Hub subject to availability if the weather is bad.

Advertising will be required. There will be photocopying charges for posters and leaflets to advertise the event approx. £50. It will also be featured on Seahaven FM.

Most of the planning and delivery will be through the use of volunteers and members of the climate change working party although some officer support will be required. We do not anticipate the need for any overtime by staff. The event will be a car free event with people encouraged to travel by public transport, the free bus, walk or cycle. Parking for those with disabilities will be available.

The event will assist in meeting some of the policies of the Neighbourhood Development plan; PT1, PT5, PT6, PT11, PT13, PT14, PT17, PT18, PT19, PT20, PT21, PT22 & PT23.

Conclusions

Putting on a major climate event in Peacehaven will contribute to reducing carbon emissions and will assist residents in making the right decisions as well as supporting local companies. It meets objectives in the Climate Change declaration made by Council.

Recommendations

To agree to go ahead with the planning and delivery of the event subject to funding being available.

Implications

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

<u>Financial</u>	Funding by OVCA and possible sponsorship by business. No impact on Town Council finances
<u>Legal</u>	Health and Safety legislation. Risk assessments will be put in place. Exhibitors are expected to have public liability insurance in place.
<u>Environmental and sustainability</u>	The event could be repeated if successful in future years. The Bus service could be considered a trial run for a regular town service in the future (subject to funding of course).
<u>Crime and disorder</u>	Volunteers will be marshalling visitors to ensure that the event does not become overcrowded. During the day we anticipate up to 1000 visitors at different times during the day.
<u>Social value</u>	This event can improve wellbeing and an understanding of climate change issues.
<u>Climate</u>	Minimal adverse impact, potential a significant reduction in carbon emissions in Peacehaven. Visitors will be encouraged to travel sustainably to the event on the free bus or by walking or cycling.