**DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 20th June 2023 at 7.30pm**

**Present:** Cllr Debbie Donovan (Vice-Chair), Cllr Cathy Norcott-Jones, Cllr David Seabrook (Chair of Council), Cllr Ian Alexander, Cllr Jude Smith, Cllr Lee Ashby-Parkin (non-voting), Cllr Mary Campbell (non-voting).

**Officers**: George Dyson (Deputy Town Clerk), Jerome O’Meara (Marketing & Communications Officer).

No members of the public were in attendance.

1. **CCE305 CHAIRMAN’S ANNOUNCEMENTS**

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

* The Mayor raised the County Flag for Sussex day on Friday 16th June; it would have been nice to see more Councillors in attendance.

• Welcome to Jerome O’Meara, the new Marketing & Communications Officer.

• Next Bingo is tomorrow (21st June) 2-4pm.

• Next Cinema is also tomorrow (21st June) 7.30pm, showing The Unlikely Pilgrimage of Harold Fry.

• eNews deadline for content submissions for the July edition is this Friday (23rd June).

• Peacehaven Community Summer Fair is on 8th July 2023; 11am – 4pm.

• Peacehaven Horticultural Society Open Gardens are taking place this weekend (24th & 25th June).

The Chair also went through the building fire procedures and asked that phones be switched off or put onto silent.

1. **CCE306 PUBLIC QUESTIONS**

There were no public questions.

1. **CCE307 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies were received and accepted from Cllr Veck and Cllr Harman.

1. **CCE308 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

1. **CCE309 TO ADOPT THE MEETING MINUTES OF 25TH MAY 2023**

There were 2 spelling errors highlighted in the minutes; it was proposed that the minutes be adopted, subject to the corrections.

Proposed by: Cllr Seabrook. Seconded by: Cllr Norcott-Jones.

The minutes of the above meeting were **resolved and adopted** subject to the spelling corrections.

1. **CCE310 TO NOTE THE BUDGETARY UPDATE**

There was a brief discussion on the budgetary update. Including the need to rename the ‘Operation London Bridge’ budget code, which the Deputy Clerk will speak with the Finance Officer about.

The Committee also raised that the Summer Fair budget is not included in the papers.

The budgetary update was **noted**.

1. **CCE311 TO RECEIVE AN UPDATE REGARDING PREPARATIONS FOR THE COMMUNITY SUMMER FAIR**

The Information and Community Facilities Officer’s report was discussed, and a copy of the bus route leaflet circulated to Councillors; The Marketing & Communications Officer will publicise the free transport and bus route through the website and social media channels.

The Committee **noted** the report.

1. **CCE312 TO NOTE FEEDBACK FROM THE RECENT MEETING WITH PCS**

The Deputy Clerk summarised the report to the Committee. There was a short discussion on the possibility of the Mayors entrance to the Summer Fair linking in to the Schools Colour Run event, and that that School Band are unavailable to play in the Arena.

The Committee **noted** the report.

1. **CCE313 TO RECEIVE AN UPDATE FROM THE HALLOWEEN TFG AND AGREE NEXT MEETING DATE**

The Chair introduced the item and relayed that more help would be needed for the event; Cllr Norcott-Jones offered her time for this.

In addition to the information in the report, it was discussed that the event would be run from 5 – 7pm in the Main Hall at Community House.

1. **CCE314 TO NOTE 2024 FLAG FLYING DATES**

The Committee **noted** the 2024 flag flying dates.

There was some discussion about designing a new Peacehaven Flag, which could be a community competition. This will be added as an agenda item at the next meeting.

The Committee also asked that a page be created on the website to show the flag flying dates; The Marketing & Communications Officer will action this.

1. **CCE315 TO NOTE COMPLAINTS RELEVANT TO COMMITTEE RECEIVED SINCE LAST MEETING**

There has only been one complaint received, which was regarding there being no car parking for those that don’t have blue badges at the Community Summer Fair. The Committee discussed this and highlighted that there are many reasons for not having the car parking, and that other provisions, including the free shuttle bus are in place.

The Committee **noted** the complaint.

1. **CCE316 AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING FOR 1st AUGUST 2023**

The date of the next meeting was confirmed for 1st August 2023 at 7.30pm.

*There being no further business the meeting ended at 20:05.*