**DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 28th November 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, Cllr Studd, Amber Cullip-Cross (Youth Mayor), Noah Tilley (Deputy Youth Mayor).

**Officers**: Karen Bray (Information and Community Facilities Officer), Jerome O’Meara (Marketing and Communications Officer) and Emma Tingley (Locum Administration Officer)

1. **CCE356 CHAIRMAN’S ANNOUNCEMENTS**

The Chair opened the meeting and welcomed everyone, went through the buildings and fire procedures and informed the Committee of the following:

* The Christmas toy box appeal has been advertised and any donations are welcome.
* The next Bingo is 13th December 2023 – any volunteers would be welcome.
* The next cinema is on Wednesday 24th January 2024, showing The Great Escaper.
* The Childrens Christmas party will be held on 15th December 2023, and it was hoped that Members would be available to attend.
* The Christmas tea party for the Mayors Charities & is being organised by the Mayor, is being held on 20th December and there will be information on the future of the Meridian Centre and include memories of the Meridian Centre.

1. **CCE357 PUBLIC QUESTIONS**

There were no public questions.

1. **CCE358 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

There were no apologies for absence.

1. **CCE359 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllrs Veck as preparing the food for the Halloween Party item CCE362 and as a Patron of the Peacehaven Players item CCE373.

Cllr Harman declared an interest in CCE362 as being involved in the organising and delivering the event.

1. **CCE360 TO ADOPT THE MEETING MINUTES OF 10TH OCTOBER 2023**

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

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

1. **CCE361 TO NOTE THE BUDGETARY UPDATE AND AGREE 2024/25 BUDGET**

The Chair appraised the committee that money had been allocated in the budget for a summer fair in 2024 which would not now be held. The Chair had requested that the heading in the budget be renamed as ‘summer events’ to enable money to be used for other events, such as a D-day event. It was not sure whether a Christmas Market would be held next year, so the Chair suggested that the heading be changed to ‘Christmas events.’ Events held were not for profit to the Council and if it was a Mayoral event any money made would be contributed to the Mayor’s Charity.

The Committee requested that a revised expenditure report be submitted to all Cllrs as some items were the report were not clear.

**Proposed by:** Cllr Harman. **Seconded by:** Cllr Seabrook

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

1. **CCE362 TO RECEIVE A REPORT ON THE RECENT HALLOWEEN PARTY**

The Information & Community Facilities Officer reported on this item. All 80 tickets had been sold the event had been a great success. A local supermarket had provided ice cream for the children. All the children were provided with a goody bag at the end of the event. It was recognised by the committee that food was being consumed by people who had not bought a ticket and that this would need to be addressed for future events.

It was requested that the budget analysis for the Halloween Party be deferred to the next meeting of the Committee pending further reports.

Thanks were given to Cllr Alexander for providing the Halloween decorations.

The Committee **noted** the verbal report.

1. **CCE363 TO RECEIVE A REPORT ON THE UPCOMING CHRISTMAS PARTY AND DISCUSS ADDITIONAL SUPPORT REQUIRED**

The Information & Community Facilities Officer reported that at present 63 tickets out of 80 had been purchased. The event had been well publicised. A ‘Father Christmas’ would be attending the event and hot dogs or burgers would be offered to those who had purchased a ticket; refreshments would be available. A craft table would be in the foyer for the children to have a quiet space. The committee debated the issue of food being given to people who had not purchased tickets.

It was proposed that a raffle ticket be provided for people attending with a picture of their requested food, this would enable Cllrs or staff to monitor who had purchased tickets and who was entitled to food. Volunteers by way of staff and Cllrs would be welcome to help at this event.

**Proposed by:** Cllr Seabrook. **Seconded by:** Cllr Ashby-Parkin

The Committee **resolved** to **agree** this proposal and note the report.

1. **CCE364 TO RECEIVE A REPORT ON THE UPCOMING CAROL CONCERT**

Cllr Donovan reported on this item and congratulated the Information & Community Facilities Officer, on the organisation of the event. Thanks, were also given to the Deputy Youth Mayor, Noah Tilley, who gave a speech at the event. £297.93 had been raised for the SCDA.

The Committee **noted** the verbal report.

1. **CCE365 TO RECEIVE A REPORT ON THE UPCOMING CHRISTMAS AFTERNOON TEA AND MERIDIAN CENTRE CLOSURE EVENT**

The Information & Community Facilities Officer, reported on this item. To date 21 tickets had been sold for the event. The Communications & Marketing Officer is organising publicity for the event to commemorate the centre and what is has meant to the community. The Committee discussed various options on how the event could be publicised.

The Committee requested that the Town Clerk advises what information Councillors can give out at this Event regarding questions from the public regarding Morrisons development and this request to be included on the Agenda for the next Full Council.

**Proposed by** Cllr Seabrook.  **Seconded by** Cllr Alexander

The Committee **resolved** to **agree** this proposal and note the report.

1. **CCE366** **TO RECEIVE A VERBAL UPDATE ON THE COMMUNITY SPACE SCHEME**

Cllr Veck reported on this item. The scheme was available for residents to use the space to have a hot drink and keep warm in the cold weather. The scheme had proved successful and there was a need for it for vulnerable residents. This scheme was meant to be in conjunction with Telscombe, however different needs had been identified for Telscombe residents.

Cllr Veck asked for feedback from Committee members whether they would be happy to extend the Community Space Scheme through to next Year.

It was proposed that the scheme may continue from 15th January until 1st March 2024 and then should be reviewed.

**Proposed by** Cllr Ashby-Parkin.  **Seconded by** Cllr Donovan

The Committee **resolved** to **agree** this proposal and note the report.

1. **CCE367 TO AGREE MEMBERS FOR THE D-DAY 80 TASK & FINISH GROUP**

The Committee resolved that Cllrs Veck, Donovan, Seabrook, Alexander, Ashby-Parkin, Studd, Harman, Norcott-Jones and the Youth Deputy Mayor be appointed to form a Task and Finish Group to consider moving forward with this event.

1. **CCE368 TO RECEIVE A REPORT ON THE PROGRESS OF THE MERIDIAN WALK**

Cllr Donovan reported that today herself and Cllr Norcott- Jones and Ashby- Parkin walked the Meridian line starting at the monument, taking in lovely sights of Peacehaven and making note of some good ideas. The TFG members shared photos of their walk along the route earlier that day. Local website designers Madisons will be contacted to quote for the production of the leaflet which would include advertising from local businesses, points of interest starting from the Peacehaven monument. It was requested that Hilda & Graham Heap are contacted for a further visit to have an input to the leaflet.

The Committee **noted** the report.

1. **CCE369 TO RECEIVE A REPORT ON THE RECENT ARMISTICE AND REMEMBRANCE DAYS**

The Information & Community Facilities Officer reported on this event. Both events, Friday 10th November and Sunday 12th November were both a success. Children from local schools had submitted readings and once received from the schools we will publish. The Town Crier had been in attendance along with 300 members of the public, together with the new vicar who oversaw the proceedings. Guests were invited back to Community House for refreshments.

Due to the issues with members of the public having difficulty hearing at the above Events it was proposed that Officers purchase two additional speakers for future events, to enable all in attendees to hear at outside Events..

**Proposed by** Cllr Donovan **Seconded by** Cllr Harman

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

1. **CCE370 TO DISCUSS AND AGREE RECOMMENDATION OF A REVISED FILMING POLICY TO THE POLICY & FINANCE COMMITTEE**

Cllr Donovan reported on this item. At the last meeting of the committee, it was suggested that a review of the current filming policy as contracts had dropped over the past 18 months.

Sussex Film Office will highlight Peacehaven town on their social media platforms and website (sussexfilmoffice.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.

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 be sent for approval to the communications officer.

It was proposed to accept the recommendation to review the Filming Policy and report back to the next Policy & Finance Committee.

**Proposed by** Cllr Norcott-Jones **Seconded by** Cllr Ashby-Parkin

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

1. **CCE371 TO REVIEW AND PRIORITISE ITEMS FOR THE BUSINESS PLAN RELEVANT TO THIS COMMITTEE**

The committee felt that a task and finish group be set up in January to discuss the business plan. Addition items on the plan would include:

* Isolation
* The Meridian Walk
* To strengthen contacts with the Chamber of Commerce
* Work closely with schools and nurseries
* To seek ways to promote Peacehaven as a place to live and work.

**Proposed by Cllr Donovan Seconded by Cllr Seabrook**

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

1. **CCE372 TO REVIEW AND UPDATE THE EVENTS CALENDAR AND COMMITTEE ACTION PLAN**

The Mayor would prepare a report for the next meeting of the Committee on this item. There was concern regarding the Meridian Centre. The Information & Community Facilities Officer explained to the committee that dates for events can be pencilled in and changed if needed. A provisional date of 25th October 2024 for a Halloween Party was agree by the Committee.

1. **CCE373 TO DISCUSS AND AGREE A RESPONSE TO A LETTER FROM PEACEHAVEN PLAYERS**

The Chair had declared an interest in this item.

It was agreed that this item be referred to the Personnel Committee for further consideration.

**Proposed:** by Cllr Seabrook**: Seconded:** by Cllr Ashby Parkin

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

1. **CCE374 TO RECEIVE UPDATES FROM THE COMMITTEE’S TASK AND FINISH GROUPS:**
   1. **Community Awards** This will not go ahead this year as the TFG has not had the opportunity to meet. Cllr Seabrook will submit a report for a ‘Mayors Awards’ at the next Committee meeting on 16th January
   2. **May Day Fair** This will not go ahead this year as the TFG has not had the opportunity to meet and a shortage of Officers to support.
   3. **Filming Policy:** This had been discussed in an earlier item in the meeting.
2. **CCE375 TO DISCUSS AND AGREE A TOWARDS ZERO CARBON PEACEHAVEN EVENT**

It was hoped that event could take place with match funding could take place at the end of June or the beginning of July. Last year’s event had attracted almost 500 residents. Councillor support was encouraged as this event would not need Officer Support. Cllr Seabrook will report back to Committee in January.

It was proposed that this Event was accepted.

**Proposed:** by Cllr Harman **Seconded:** by Cllr Norcott-Jones

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

1. **CCE376 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING AS THE 16THJANUARY 2024**

*There being no further business the meeting ended at 21.45*