



# PEACEHAVEN TOWN COUNCIL

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## **DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 10<sup>th</sup> 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 25<sup>th</sup> October 2023 – 2 – 4pm
- Next Cinema is 18<sup>th</sup> October, 7.30pm showing Barbie.
- Halloween Party is 27<sup>th</sup> 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 1<sup>ST</sup> 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 20<sup>th</sup> 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 24<sup>th</sup> 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 28<sup>TH</sup> NOVEMBER 2023**

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

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