



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 1st August 2023 at 7.30pm

Present: Cllr Wendy Veck (Chair), Cllr Debbie Donovan (Vice Chair), Cllr David Seabrook (Chair of Council), Cllr Cathy Norcott-Jones, Cllr Jude Smith, Cllr Ian Alexander, Cllr Mary Campbell, Cllr Aimee Harman.

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

1 member of the public was in attendance.

1. CCE317 CHAIRMAN'S ANNOUNCEMENTS

The chair opened the meeting at 19:31 and informed the Committee of the following:

- Next Bingo is 16th August, 2-4pm at Community House – more volunteers are welcome to support.
- Next Cinema is 20th September, showing Indiana Jones and the Dial of Destiny, tickets £7.
- Deadline for content submissions for September eNews is 22nd August.
- The Mayor is hosting an Afternoon Tea on 22nd August in aid of Breast Cancer Now – everyone is encouraged to attend.
- The Mayors Civic Service will be taking place on 21st September in Howard Park to celebrate International Peace Day.

The Chair briefly ran through the fire procedures, asked that phones be put onto silent, and reminded everyone of Standing Orders to please raise hands when they would like to speak.

2. CCE318 PUBLIC QUESTIONS

A member of the public commented that they had enjoyed the Summer Fair.

3. CCE319 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received from Cllr Ashby-Parkin.

Cllr Campbell is substituting for Cllr Ashby-Parkin.

4. CCE320 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE321 TO ADOPT THE MEETING MINUTES OF 20TH JUNE 2023

Proposed by: Cllr Donovan Seconded by: Cllr Smith
The minutes of 20th June 2023 were **resolved** and **adopted**.

6. CCE322 TO NOTE THE BUDGETARY UPDATE

Cllr Donovan queried the overspend on the staff overtime at the Summer Fair. The Deputy Clerk explained some of the reasons for this, and that overall the Summer Fair was delivered well within budget.

The budgetary report was **noted**.

7. CCE323 TO REVIEW THE 2023 COMMUNITY SUMMER FAIR

The Information and Community Facilities Officer summarised the information in the report.

Cllr Seabrook commented that we may need to consider separate space for dignitaries reception in the future, as the rain meant it became very crowded and confusing in the marquee.

Cllr Donovan commented on the success of not having the parking onsite.

Cllr Seabrook further added that it would be good to get an idea from the CTLA of how many people used the bus service.

The Chair asked about how much money was raised at the fair for the Mayors fund.

The Information and Community Facilities Officer gave the totals raised by donations, raffle, and funfair, which came to £699.

Cllr Alexander stated that everyone he had spoken to on the day had a really good time and proposed a vote of thanks to the staff for their work in putting on the event.

Proposed by: Cllr Alexander Seconded by: Cllr Seabrook
The Committee **resolved to agree** to this proposal.

The Committee then further discussed when preparation would need to start taking place for the 2025 event, and how Peacehaven Town Council might be involved with the Telscombe Summer Fair next year.

8. CCE324 TO DISCUSS CIVIC SUPPORT FOR THE MAYOR AT FORMAL EVENTS

Cllr Donovan introduced the item.

Cllr Seabrook gave a background on the areas he felt needed some improvement from his experience at the Summer Fair, which was primarily communication when dignitaries arrived and knowing where they were throughout the event.

Cllr Alexander suggested that the 2-way radios could have been utilised better – perhaps with a dedicated channel for Civic support.

It was proposed that the Committee refer the matter of Civic Support to the Personnel Committee to discuss the current lack of a Civic Officer and consider solutions to this.

Proposed by: Cllr Donovan Seconded by: Cllr Smith
It was **resolved to agree** to this proposal.

9. CCE325 TO NOTE THE STAFFING FOR CINEMA UPDATE

The Committee **noted** the report.

10. CCE326 TO NOTE THE START OF PREPARATIONS FOR REMEMBRANCE DAY

The Deputy Clerk introduced the item and informed the Committee that a meeting is set for next Tuesday 8th August.

Cllr Donovan and the Information and Community Facilities Officer gave an overview of Armistice and Remembrance Days

The Committee **noted** the report.

11. CCE327 TO NOTE AND UPDATE THE ACTION PLAN AND EVENTS CALENDAR

There was a discussion about the Warm Haven scheme, the Deputy Clerk will write a report for this to come to the next Committee meeting.

Cllr Seabrook also highlighted that there is a meeting planned for 15th August to discuss the warm spaces in Lewes District, the Information and Community Facilities Officer will attend the meeting.

There was a brief discussion about the actions involved with the election of the Youth Mayor.

There was a lengthy discussion on the proposed foraging event. It was proposed that the foraging event be rescheduled to 30th September 2023.

Proposed by: Cllr Norcott-Jones Seconded by Cllr Smith

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

12. CCE328 TO DISCUSS MAYORAL AWARDS

Cllr Norcott-Jones introduced and summarised the report.

It was proposed that an awards ceremony be included at the Civic Reception in April, and that the Committee set up a TFG to look at the wider community awards.

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

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

TFG to consist of: Cllr Seabrook, Cllr Norcott-Jones, Cllr Smith, and Cllr Donovan.

13. CCE329 TO DISCUSS A PROPOSAL FOR A CHINESE NEW YEAR EVENT

There was a lengthy discussion about the report.

It was proposed that the Lion Dance group be invited to perform at the Mayors Civic Reception.

Proposed by: Cllr Seabrook Seconded by: Cllr Donovan

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

14. CCE330 TO DISCUSS POSSIBLE ORGANISATIONS TO NOMINATE FOR A KINGS AWARD FOR VOLUNTARY SERVICE

Cllr Seabrook introduced the report and gave some background to the item.

Cllr Donovan suggested that The Marketing and Communications Officer could take this item forward to get the information about the awards out to residents.

The Marketing and Communications Officer will put together a plan to share the information.

15. CCE331 TO DISCUSS OTHER CIVIC EVENTS

Cllr Norcott-Jones commented about whether we should be planning some sort of event for the closing of the Meridian Centre, the Committee discussed this briefly.

The Marketing and Communications Officer will put a report together on this for the next Committee meeting.

Cllr Donovan asked whether there is any progress in the planning of the Carol concert, and offered her support in organising the event until a TFG is formed at the next Committee to take this further.

16. CCE332 TO NOTE THE RESOLUTION OF THE POLICY & FINANCE COMMITTEE TO FORM A COMMUNITY HOUSE SUB-COMMITTEE

The Chair introduced the report and gave a brief overview of the item which has come to this Committee as the Terms of Reference state that Community House is jointly managed between Policy & Finance and the Civic & Community Events Committee.

Cllr Donovan requested to also join the Sub-Committee.

The Committee **noted** the report.

17. CCE333 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING AS THE 10TH OCTOBER 2023

The next Committee meeting was confirmed as 10th October 2023.

There being no further business the meeting ended at 21:14.