



# PEACEHAVEN TOWN COUNCIL

TONY ALLEN  
TOWN CLERK  
TELEPHONE: (01273) 585493  
FAX: 01273 583560  
E-MAIL: [townclerk@peacehaventowncouncil.gov.uk](mailto: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 Thursday 25<sup>th</sup> May 2023 at 7.00pm**

**Present:** Cllr Wendy Veck (Chair), Cllr David Seabrook (Chair of Council), Cllr Ian Alexander, Cllr Cathy Gallagher, Cllr Aimee Harman, Cllr Sue Griffiths, Cllr Mary Campbell (non-voting).

**Officers:** George Dyson (Deputy Town Clerk), Karen Bray (Information and Community Facilities Officer).

2 members of the public were in attendance.

### **1. CCE290 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:31, welcomed everyone, went through the building fire procedures, and informed the Committee of the following:

- Next Bingo is 21st June 2023 – 2 – 4pm
- Cinema is also 21st June 7.30pm should The Unlikely Pilgrimage of Harold Fry
- Summer Fair is 8th July 11 – 4pm – all Cllrs asked to attend please.
- Deadline for content submissions for July eNews is COP 23rd July 2023.

### **2. CCE291 PUBLIC QUESTIONS**

There were no public questions.

### **3. CCE292 TO ELECT A VICE CHAIR OF THE CIVIC & COMMUNITY EVENTS COMMITTEE**

Cllr Donovan was proposed to be Vice-Chair of the Committee and Cllr Gallagher read a short statement in support of this proposal.

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

### **4. CCE293 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies were received and accepted from Cllr Norcott-Jones and Cllr Donovan.

Cllr Griffiths is substituting for Cllr Norcott Jones.  
Cllr Gallagher is substituting for Cllr Donovan.

Cllr Smith was also absent.

### **5. CCE294 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

## **6. CCE295 TO ADOPT THE MEETING MINUTES OF 11<sup>TH</sup> APRIL 2023**

Proposed by: Cllr Griffiths.      Seconded by: Cllr Seabrook.  
The minutes of the above meeting were **resolved and adopted**.

## **7. CCE296 TO NOTE THE BUDGETARY UPDATE**

The budgetary update was **noted**.

## **8. CCE297 TO RECEIVE A VERBAL UPDATE ON THE PREPARATIONS FOR THE COMMUNITY SUMMER FAIR**

The Information and Community Facilities Officer gave an update to the Committee on the preparations with the following points:

- Money is now coming in from stall bookings and £275 sponsorship money has been pledged.
- The events licence has been granted by the District Council.
- There are plans to include a Scarecrow competition in the Arena.
- The Arena programme is now full.
- A map of free shuttle bus stops is being produced along with a Summer Fair leaflet.
- All Cllrs are asked to be at the Fair by 11am for a briefing.
- Cllr Harman is going to run a raffle in aid of the Mayors Charities.
- Budget is looking good, although some more expenditure to come.

There was a discussion and Councillors asked some further questions that the Information and Community Facilities Officer provided answers to.

The Chair asked the Information and Community Facilities Officer to circulate a copy of the shuttle bus map to Committee members.

Cllr Harman asked whether selling raffle tickets online or having a portable card reader on the day to take payments was possible. The Deputy Clerk will follow up with the Finance Officer about this next week.

## **9. CCE298 TO DISCUSS THE OPENING OF THE SUMMER FAIR**

There was a brief discussion on the item, and it was suggested that when the Chair and Deputy Clerk meet with Peacehaven Community School in 2 weeks time, they ask whether tying in the Fair opening with the Schools Colour Run would be an option.

Cllr Griffiths added that it would be nice to also include local uniformed groups such as the Brownies and Scouts.

## **10. CCE299 TO APPOINT MEMBERS TO THE COMMUNITY EVENTS TFG**

The Chair briefly introduced the item.

*2 members of the public left at this point – 20:04.*

It was proposed that a Task & Finish Group be set up for the planning of the Halloween event, to consist of Cllrs Harman, Alexander, and Seabrook, and that all Councillors are emailed with an invite to participate in the TFG.

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

## **11. CCE300 TO NOTE THE PLANNING OF A WINTER EVENT**

The Information and Community Facilities Officer and Deputy Town Clerk gave a summary of the information in the report.

The Committee **noted** the planning of the Winter Events.

#### **12. CCE301 TO DISCUSS POSSIBLE HALLOWEEN EVENTS**

As per item CCE299, a TFG will be working on this.

#### **13. CCE302 TO DISCUSS OTHER CIVIC EVENTS FOR 2023**

Cllr Seabrook highlighted that there is still some money set aside for a Field to Fork type event and that this could be used to put on a Foraging to Cooking workshop which would use to kitchen and foyer.

The Chair suggested that this would be good for the Halloween event TFG to look at alongside the Halloween event as it would be around Harvest Festival time.

It was proposed to run the foraging event.

**Proposed by:** Cllr Seabrook      **Seconded by:** Cllr Griffiths

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

Cllr Seabrook further suggested that rather than having a Civic Service before the end of July as is customary, the service be held on 21<sup>st</sup> September 2023, which is international peace day, and to host an event at the Peace park with all local religions and people invited.

It was proposed to vary the Mayor's Handbook and have the Civic Service on 21<sup>st</sup> September 2023.

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

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

#### **14. CCE303 TO AGREE THE PLANNED FLAG FLYING DATES FOR 2023**

Cllr Seabrook asked that 2024 dates also be brought to the next Committee meeting to give a full year overview.

The Committee **noted** the 2023 dates.

#### **15. CCE304 AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING FOR 27<sup>TH</sup> JUNE 2023**

The date of the next meeting was confirmed for 20<sup>th</sup> June 2023 at 7.30pm.

*There being no further business the meeting ended at 20:17.*





## Detailed Income &amp; Expenditure by Budget Heading 13/06/2023

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 Civic Events</b>							
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	292	700	408		408	41.7%	
4351 Youth Mayor	0	500	500		500	0.0%	
<b>Civic Events :- Direct Expenditure</b>	<b>292</b>	<b>1,700</b>	<b>1,408</b>	<b>0</b>	<b>1,408</b>	<b>17.2%</b>	<b>0</b>
4331 Mayor's Allowance	120	1,500	1,380		1,380	8.0%	
4332 Mayor's Reception	0	1,000	1,000		1,000	0.0%	
4335 Civic Expenses	285	1,200	915		915	23.8%	
4336 Civic Service	0	500	500		500	0.0%	
4338 Remembrance Services	0	550	550		550	0.0%	
4339 London Bridge	0	500	500		500	0.0%	
<b>Civic Events :- Indirect Expenditure</b>	<b>405</b>	<b>5,250</b>	<b>4,845</b>	<b>0</b>	<b>4,845</b>	<b>7.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(697)</b>	<b>(6,950)</b>	<b>(6,253)</b>				
<b>Grand Totals:- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	
<b>Expenditure</b>	<b>697</b>	<b>6,950</b>	<b>6,253</b>	<b>0</b>	<b>6,253</b>	<b>10.0%</b>	
<b>Net Income over Expenditure</b>	<b>(697)</b>	<b>(6,950)</b>	<b>(6,253)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(697)</b>						



## Summer Fair Update

- The temporary event notice (TEN) has been granted.
- Toilets, bins, and 2-way radios have been booked and paid for.
- Money is still coming in for stall bookings.
- We have received some sponsorship money and continue to try to obtain more.
- The CTLA will be starting the free shuttle bus at 10:30am at the Co-Op bus stop; signs and maps will be put up by the grounds team prior to the fair.
- The Communications and Marketing Officer will be starting to increase the marketing for the fair over the next few weeks, with a 12-day countdown of teasers.
- Cllr Harman is organising a Mayor's raffle and will be selling tickets on the day.
- A Scarecrow competition has been announced and prizes have been arranged for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places.
- Leaflets with maps of the bus route and fair information have been produced and are being circulated around the town.
- A full briefing of the fair and safety information for Councillors will be in the PTC tent on the day shortly after 11am.
- There are still enquiries and bookings coming in for stalls; we have some plots available still.
- Stall bookings include:
  - Craft
  - Climate Change
  - Face painting
  - Charity information
  - Sweets
  - Food & drink traders
  - Cocktails
  - Ice cream van
  - Fun fair
- The MC is booked for the day.
- We are speaking with PCS about the Mayor opening the fair from the School's colour run with the Earthquake drummers.
- Dog show will start at 12:30pm outside the café; the programme will also be displayed.
- 3 marquees will be up for PTC use.
- Tables and chairs will also be outside the tents for the Councillor meet & greet.

Income so far is £1210, with more money pledged and awaiting payment.

Expenditure has been £836, with more outstanding money to be paid out, including the 2-way radios, bins, and staff overtime.





**Agenda Item:** CCE312

**Committee:** Civic & Community Events

**Date:** 20<sup>th</sup> June 2023

**Title:** Feedback from recent meeting with PCS.

**Report Authors:** Deputy Town Clerk.

**Purpose of Report:** To Note

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### **Introduction**

Cllr Veck, The Information and Community Facilities Officer, and The Deputy Town Clerk met with students at Peacehaven Community School (PCS) on 8<sup>th</sup> June to discuss the Schools involvement with the Community Summer Fair.

### **Background**

The Deputy Clerk and Information and Community Facilities Officer had previously met with the whole School Council to broach the idea of PCS having some involvement at the fair; this meeting was an opportunity for the students to feedback what they would like to do.

### **Analysis**

The students are planning on using a large canvas to create a diverse, community tree, in which members of the public can write a message on a coloured leaf, which will be attached to the canvas.

In addition, the students are going to run a hook-a-duck type stall and a hair braiding stall.

Unfortunately, they have not been able to arrange the school band to be able to play in the arena so the timetable of arena events will be amended accordingly.

The School also liked the idea of the Mayor opening the fair from the colour run that's taking place – they are having to refer this question to the group organising that event, and will be a point for discussion over the next couple of weeks.

### **Conclusions**

PCS have confirmed their involvement at the Summer Fair, and conversations are ongoing about the opening plans.

### **Recommendations**

To note this report.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Stall space given to PCS.
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li></ul>	Event licence already in place for the Summer Fair.

<ul style="list-style-type: none"> <li>• Council Powers/Duties?</li> <li>• Lease/landlord responsibilities?</li> </ul>	
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"> <li>• Accessibility?</li> <li>• Equalities?</li> </ul>	Risk assessments need to be undertaken.
<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	N/A
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	N/A
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	N/A
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	Involving students and promoting the youth of the town.
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	All PTC policies relating to climate (e.g. single use plastics policy) will be adhered to.

#### **Appendices/Background papers**

## **Agenda item: CCE313**

### **Report on The Halloween TFG Meeting**

#### **Members (so far)**

Cllr Wendy Veck, Cllr Deborah Donovan, Cllr Ian Alexander, Cllr Aimee Harman (absent) Lucy Jo Symonds (absent), Cllr David Seabrook.

Officers in attendance: Karen Bray and Jerome O'Meara along with the two work experience girls.

On Monday 12<sup>th</sup> June we had a TFG meeting to discuss holding a children's Halloween event on Friday 27<sup>th</sup> October for children up to 10 years old accompanied by an adult. The cost per child proposed is £4.00 per child with a 50p discount on subsequent children. There will be a maximum number of 80 tickets available. Tickets will be available through the office.

The event will have a spooky theme with the children being asked to dress up with a competition for the best outfit. There will also be a pumpkin carving competition. Suggestions for prizes were a book token or something similar to the value of approx. £5.00. The details will be discussed at future meetings.

The flyers for the event are being done by the two work experience girls from PCS who attended the meeting and offered some helpful suggestions.

Cllr Ian Alexander has kindly agreed to lead on the decoration of the hall.

Cllr Aimee Harman was nominated to lead on the children's activities, the suggestions so far are decorating bats, guess what's in the scary box, apple bobbing and face painting. More suggestions are always welcome!

We do not currently have a budget for the event. It should be self-funding. Any profits will be put into the Mayor's Charities.

At the meeting we discussed possible sponsorship and prizes Jerome is currently looking into this for us.

There is some funding available through a previous event which was cancelled due to the death of the Queen. This money was reserved for a field to fork event which encourages people to know where their food comes from, how to cook, reduce food waste and eat healthily. With this in mind we would like to ask Havens to donate fresh produce to be used in soup which will be available from the cafe area and free to everyone attending. The funding should also cover apples and some pumpkins for decoration. The details of this will be discussed at future meetings.

There will also be tea and coffee available from the kitchen area for a nominal cost. Free squash will be available for the children.

Cllr Wendy Veck has agreed to help in the kitchen, and we are currently trying to source someone to make the soup.

At the meeting we discussed asking for another member to join us in the planning of this event. We also would like all the members of the CCE committee to volunteer on the day of the event.

We now have in place the outline for the event and will be filling in the details at our next meeting (date to arranged after the Summer Fair)

We recommend the above to the CCE committee.





2024 Flag flying dates

- **11 March:** Commonwealth Day
- **9 April:** His Majesty's Wedding Day
- **23 April:** St George's Day
- **June:** Pride Month (Pride flag)
- **17 June:** Official Birthday of His Majesty The King
- **21 June:** Birthday of The Prince of Wales
- **16 June:** Sussex Day (County Flag)
- **5 July:** NHS Anniversary (NHS Flag)
- **17 July:** Birthday of The Queen
- **8 September:** His Majesty's Accession
- **10 November:** Remembrance Day (RBL & Union Flag)
- **11 November:** Armistice Day (RBL & Union Flag)
- **14 November:** Birthday of His Majesty The King

