



PEACEHAVEN TOWN COUNCIL

TONY ALLEN
TOWN CLERK
TELEPHONE: (01273) 585493
FAX: 01273 583560
E-MAIL: 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 Tuesday 11th April 2023 at 7.30pm

Present: Cllr Lynda Duhigg (Chair), Cllr Wendy Veck (Vice Chair), Cllr Lucy Symonds (Chair of Council), Cllr David Seabrook (Vice Chair of Council), Cllr Sue Griffiths.

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

6 members of the public were in attendance.

1. CCE265 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, went through the building fire procedures, and informed the Committee of the following:

- Promoting Peacehaven is taking place this Saturday (15th April 2023) 10am – 12noon, a chance for local groups to Showcase themselves to our Community.
- Mayors Civic Reception is taking place 22nd April 2023, 7.30pm – 10pm.
- Next Cinema is 26th April 2023, 7.30pm, Showing 'A Man Called Otto', tickets £7.
- Next Bingo is 26th April 2023 in the new format, 2pm – 4pm.
- Summer Fair is taking place 8th July 2023.
- Deadline for any submissions to go into the May 2023 eNews is Friday 21st April 2023.

2. CCE266 PUBLIC QUESTIONS

A member of the public asked the Committee why plans for a Car Boot Sale were not included in the initial planning of the Summer fair, as has always been the case previously.

The Deputy Clerk responded that the Car Boot Sale had been discussed at the last meeting of this Committee (item CCE264), which was the initial planning of the Fair, and that the Committee didn't feel that they could make a decision on that night, so resolved to defer the decision, which was subsequently included on the Full Council Agenda on 21st March 2023; by the time this meeting date came around a booking of The Dell for a Car Boot Sale had been provisionally made and advertised, so the item was a moot point.

A member of the public representing Peacehaven Players informed the Committee that this year marks 25 years of the Players, and that they would like to mark this with a plaque in Community House commemorating the milestone.

The Chair responded that this could be discussed further under item CCE276 tonight.

Another member of the public, representing P&P Markets, informed the Committee that they were not aware that they were included in the plans for the Summer Fair, and that they had been told if they were to be involved then they would be restricted with number of vehicles allowed, space, and that they couldn't have any food sellers.

The Deputy Clerk responded that he isn't sure where that information has come from, as these were not matters discussed at Committee, and that the only resolution relating to the Car Boot Sale, as previously highlighted, was to defer any decision on this.

Cllr Seabrook added that there was some discussion about the fact there were too many cars at the Car Boot Sale last year for the space that was available.

The member of the public added that there does seem to have been a break down in communication at some point, and confirmed that if having the Car Boot Sale at Centenary Park on 8th July rather than The Dell is an option then they would like consider this.

Another member of the public commented that the papers for this Committee meeting do not contain reports for some of the agenda items, including some where Councillors are being asked to make a decision, and that this means members of the public do not see the detail of this.

Additionally, the member of the public asked about the Bingo; that at the last meeting of this Committee, it was agreed to stop running Bingo, but that it was now being advertised as carrying on again, despite that a new format has not been agreed as it's on the agenda for this meeting to agree. Also, the previous report about Bingo mentions a significant cost of Officer time to run the Bingo, what is this cost?

The Deputy Clerk responded that with regard to the cost of Officer time, that he would need to speak with the Finance Officer to obtain an accurate cost, but that it fluctuated monthly between around 3 – 9 Officer hours, depending on how many volunteers were available.

Cllr Symonds responded about the new format of the Bingo, that these sessions are valuable to the community for those that do attend, and that at the last session in the previous format there had been pleas for the sessions to carry on. The new format includes being in a different room, not requiring any Officer time, and music at the end.

Cllr Seabrook added that removing Officers from the equation of running the Bingo is not only for financial reasons, but that it is taking those Officers away from their other duties.

The Deputy Clerk further responded about the lack of reports in the papers, that many of the items highlighted as lacking reports were items arising from the previous Full Council minutes.

The Chair added that Full Council papers and minutes are in the public domain and available on the website should anyone want to see that background information.

3. CCE267 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Job Harris and Cllr Katie Sanderson.

Cllr Sue Griffiths is substituting for Cllr Job Harris.

Cllr Hill was also absent.

4. CCE268 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE269 TO ADOPT THE MEETING MINUTES OF 14TH FEBRUARY 2023

Proposed by: Cllr Griffiths. Seconded by: Cllr Veck.

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

6. CCE270 TO NOTE THE BUDGETARY UPDATE

The budgetary update was **noted**.

7. CCE271 TO RECEIVE AN UPDATE ON THE PREPARATIONS FOR THE SUMMER FAIR

The Bookings and Information Officer gave a verbal update on the preparations for the Summer Fair, that around 40 stalls have now booked, that attractions for the Arena space have now been booked, logistical bits such as bins, 2-way radios, and toilets have been booked, and that the Funfair has confirmed attendance, and events are scheduled for the skate park.

Cllr Veck asked about applying for an events licence, and whether we should consider booking First Aid cover for the event.

The Bookings and Information Officer advised that as all staff are First Aid trained we typically provide the First Aid cover in house.

Cllr Griffiths asked whether there would be space available for some craft stalls at the Fair.

The Bookings and Information Officer suggested that there most likely would be, but to direct the enquirers to her to discuss space requirements.

Cllr Veck asked for an update on the expenditure for the Summer Fair so far, which The Bookings and Information Officer responded to.

The Committee **noted** the verbal report.

8. CCE272 TO DECIDE ON MATTERS RELATING TO CAR BOOT FAIR BOOKINGS AT THE DELL

The Deputy Clerk introduced the item and explained the background to this item.

Cllr Seabrook suggested that the Car Boot Sale should be included at the Summer Fair, but that we would need to be mindful of space available.

Cllr Symonds asked for clarification on who usually mans the Car Park entrance for the Car Boot Sale.

The Chair Suspended Standing Orders to allow members of the Public to participate in this item

A member of the public representing P&P Markets advised that they would expect around 90-100 cars for the car boot sale plus a hot dog van, and that visitors would be advised that there is no onsite parking available, that there would be at least 4 stewards at least and would man the entrance.

Another member of the public commented that the Car Boot Sale has previously set up an hour earlier than the rest of the fair which has worked well, and that the Car Boot Sale does bring in additional visitors to the Fair.

There was a lengthy discussion on the practicality of having a Car Boot Sale at an event that has already been agreed to be Car Free for visitors.

The Chair reinstated Standing Orders

Cllr Veck asked for clarification on the status of the booking of The Dell.

The Bookings and Information Officer confirmed that it is a provisional booking, and that no payment has been made or booking forms returned.

Cllr Seabrook suggested that more information is needed before a decision can be made on this item.

It was proposed that this item be deferred to the next meeting of this Committee to allow Officers time to put a report together.

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

9. CCE273 TO DISCUSS ANY ACTIONS FOR THE KINGS CORONATION

The Deputy Clerk introduced the item, that this has previously been raised at this Committee and the consensus has been that due to the proximity of the Coronation to Elections, it is impractical for us to host our own Coronation event, but that we would seek to support other local events; the Town Crier has suggested he will attend local street parties to perform some cries, and Community House will be decorated with a Coronation theme.

Cllr Symonds suggested that we could encourage residents to share their photos of local events on Social Media.

Cllr Seabrook suggested that a Coronation Facebook Group could be created.

Cllr Veck suggested that we should make a Coronation edition of the eNews, and that a recorded piece could be created with the Town Crier and Mayor to be shared around the Coronation.

1 Member of the public left at this point

10. CCE274 TO DISCUSS AND AGREE THE NEW FORMAT OF MONTHLY BINGO

Cllr Symonds introduced the item and reiterated the importance of this event for those that do attend, and that the new format would not require any Officer time, aside from some input from The Bookings and Information Officer during the first session to go through how the Bingo runs.

The Chair asked whether we could advertise this new format in the eNews.

Cllr Symonds added that advertising is key to making the Bingo a success, and that she has been along South Coast Road businesses with posters to advertise the event already, but that word of mouth would be the best marketing.

It was proposed that the Committee accept the new format of monthly Bingo.

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

11. CCE275 TO RECEIVE A REPORT FROM THE COMMUNITY HOUSE TERMS & CONDITIONS TFG

It was reported that the TFG is yet to meet.

2 members of the public left at this point

12. CCE276 TO DISCUSS UPCOMING CIVIC EVENTS FOR 2023

The Deputy Clerk and The Bookings and Information Officer informed the Committee that we need to start thinking about plans for other events, including a Winter/ Christmas event as Community House is booking up for November/ December already, and suggested some possible ideas.

It was briefly discussed, and requested that the Officers come back to Committee with a report considering the following possible events:

- Childrens Christmas Party
- Adults Christmas Afternoon Tea
- Carol Concert
- Halloween Event
- Sunday Christmas Market

The Committee then discussed the possibility of a Plaque to recognise 25 years of Peacehaven Players.

Cllr Veck declared an interest in this item as a Patron of the Peacehaven Players

It was proposed that Committee agree to have a plaque in Community House, subject to confirmation of the size and location, in liaison with Peacehaven Players, to be agreed with the Town Clerk or Deputy Clerk.

Proposed by: Cllr Symonds **Seconded by:** Cllr Griffiths

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

1 member of the public left at this point

13. CCE277 TO DISCUSS AND AGREE THE PROCESS FOR A GIFT FOR THE MAYOR & DEPUTY MAYOR ON COMPLETION OF A FULL TERM OF OFFICE FROM NEXT YEAR

The Deputy Clerk introduced this item, that the current Mayor's Handbook requires a very specific Past Mayors Badge to be produced which is very costly.

The Chair added that some alternative options have been discussed to recognise the work that the Mayor does put into the role.

Cllr Griffiths commented that the Past Mayors Badge is a way to show a Past Mayor when attending events and meetings.

Cllr Seabrook suggested that any wording needs to be more specific than just 'a gift'.

Cllr Symonds agreed that the Past Mayors badge is a good option, but that the cost is excessive and was surprised by how much it is.

The Chair Suspended Standing Orders to allow members of the Public to participate in this item

A member of the public commented that the jeweller who makes the Past Mayors Badge also designed the Mayoral Chain, and the Past Mayors badge is a replica link from the chain, and felt that the badge can be worn at meetings and events, and is an important protocol to carry on.

The Chair reinstated Standing Orders

Cllr Veck suggested that a decision on this item be deferred to the next meeting to allow more information on an alternative Past Mayors Badge to be gathered.

14. CCE278 TO ADOPT THE REVISED MAYORS HANDBOOK FOR 2023/24

Cllr Seabrook and Cllr Griffiths highlighted some small amendments needed to the handbook

It was proposed that the Committee adopt the revised Mayors Handbook, as amended.

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

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

15. CCE279 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING FOR EITHER 2ND MAY OR 27TH JUNE

It was proposed that the next meeting take place on 2nd May 2023.

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

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

There being no further business the meeting ended at 21:56.

Detailed Income & Expenditure by Budget Heading 25/04/2023

Month No: 1

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <u>110 Civic Events</u> | | | | | | | |
| 4349 Civic Training | 0 | 500 | 500 | | 500 | 0.0% | |
| 4350 Mayors Badge | 0 | 700 | 700 | | 700 | 0.0% | |
| 4351 Youth Mayor | 0 | 500 | 500 | | 500 | 0.0% | |
| Civic Events :- Direct Expenditure | <u>0</u> | <u>1,700</u> | <u>1,700</u> | <u>0</u> | <u>1,700</u> | <u>0.0%</u> | <u>0</u> |
| 4331 Mayor's Allowance | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4332 Mayor's Reception | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4335 Civic Expenses | 0 | 1,200 | 1,200 | | 1,200 | 0.0% | |
| 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% | |
| Civic Events :- Indirect Expenditure | <u>0</u> | <u>5,250</u> | <u>5,250</u> | <u>0</u> | <u>5,250</u> | <u>0.0%</u> | <u>0</u> |
| Net Expenditure | <u>0</u> | <u>(6,950)</u> | <u>(6,950)</u> | | | | |
| Grand Totals:- Income | 0 | 0 | 0 | | | 0.0% | |
| Expenditure | 0 | 6,950 | 6,950 | 0 | 6,950 | 0.0% | |
| Net Income over Expenditure | <u>0</u> | <u>(6,950)</u> | <u>(6,950)</u> | | | | |
| Movement to/(from) Gen Reserve | <u>0</u> | | | | | | |

To who it may Concern

would like to inform you
that ~~we~~ no longer wish to
Run a Carboot at the Summer
Fair on 8th July 2023.

we will Continue with our
original plan + will be on
the Dell on 8th July 2023.

we thank you all for your help
+ hope we will join you
another time in the future.

Agenda Item: CCE288

Committee: Civic & Community Events

Date: 2nd May 2023

Title: To consider options for a winter event

Report Authors: Deputy Town Clerk, Information & Community Facilities Officer.

Purpose of Report: To Decide

Introduction

PTC runs a winter themed event each year, last year this was a Children's Christmas Party which was very successful, and ran some activities as part of a Christmas Market run by a third party organisation.

Background

At the Committee meeting on 11th April 2023, Officers were asked to provide a report to Committee considering the following options for events:

- Childrens Christmas Party
- Adults Christmas Afternoon Tea
- Carol Concert
- Sunday Christmas Market
- Halloween Event

Analysis

Childrens Christmas Party:

This event was extremely successful last year, and at a cost of around £5 per child, we would be able to provide entertainment, food, a visit to see Santa, and receive a gift from Santa. Dates that we could accommodate this in the Main Hall at Community House are already filling up, and with current availability, it would need to be on 15th December 2023. We would also need to act quickly to secure suitable entertainment.

Adults Christmas Afternoon Tea:

An Afternoon Tea would be a reasonably straightforward event to put on, with sandwiches, snacks, and mince pies being provided along with hot drinks. A small charge (around £5 per head) could be charged to cover the cost of the event. We could also reach out to some of the local organisations that use Community House to provide some entertainment.

Carol Concert:

A Carol Concert could be held in the Main Hall at Community House, again, availability is becoming limited so space will need to be booked soon – there is currently some weekday evening availability in December, but nothing at weekends. Local Churches and Organisations have previously been involved in organising and running this event, for which a small donation can be given for attending.

Sunday Christmas Market:

There is already a Christmas Market taking place in the Meridian Centre towards the end of November. Caretakers at Community House work a huge amount of overtime during December due to Pantomime and party bookings; having spoken with the Caretakers it would be unreasonable to ask them to come in for a Sunday when they already mostly work 6 day weeks during December.

Halloween Event:

Halloween Event is a very broad brief to look at as an event; ideas that we have discussed as being possible events for this include:

- Cinema with a Halloween themed film
- 'Ghost Walk' around some of the Town
- Pumpkin carving event/ competition
- Halloween themed Coffee Morning/ Cake sale

Conclusions

We will need to come back to next Committee meeting with suggestions for Halloween events with a more specific brief on the sort of events Committee would like to consider.

We do need to make bookings (both space and entertainment where necessary) for the Christmas event though, as if this is left until the next Committee meeting, it may be too late.

Officer time is currently very limited, so we need to be mindful to not resolve to put on too many events over this period.

Recommendations

To agree which Christmas event(s) to proceed with planning – details can be discussed at a later meeting, but need to get space booked now.

To propose which Halloween event ideas Officers should come back to Committee with details on.

Implications

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

| | |
|--|---|
| <u>Financial</u> <ul style="list-style-type: none"> • Use of capital? • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision? | All events would be run with a zero budget so would need to be self-funding, with any surplus going into the Mayors Fund. |
| <u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? | If any events involve licensable activities then this would need to be within the scope of the building license. |
| <u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? | Risk assessments would be undertaken for whichever event(s) we proceed with. |
| <u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? | N/A |
| <u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? | N/A |
| <u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? | N/A |

| | |
|---|--|
| <ul style="list-style-type: none"> • Road safety? | |
| <u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? | All would be community events and have social value in bringing people together. |
| <u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? | All PTC policies relating to climate (e.g. single use plastics policy) will be adhered to. |

Appendices/Background papers

