



# 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 Tuesday 2<sup>nd</sup> May 2023 at 7.00pm

**Present:** Cllr Lynda Duhigg (Chair), Cllr Wendy Veck (Vice Chair), Cllr David Seabrook (Vice Chair of Council), Cllr Sue Griffiths, Cllr Katie Sanderson.

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

4 members of the public were in attendance.

### 1. CCE280 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 18:59, welcomed everyone, went through the building fire procedures, and informed the Committee of the following:

- Former Cllr. Reigna Mitchell has passed away – a minutes silence will be held for her at the next Full Council Meeting.
- Next Cinema – showing Allelujah is 24th May at 7.30pm, tickets £7.
- Next Bingo – 24th May in the Anzac Room, 2-4pm.
- Deadline for June eNews content – 22nd May 2023.
- Summer Fair is 8th July 2023, 11am – 4pm.

### 2. CCE281 PUBLIC QUESTIONS

A member of the public informed the Committee that they have attempted to book Community House for an event on 25<sup>th</sup> November, but has been advised that until this Committee has decided on dates for Winter events the booking would not be able to be taken. Could this Committee please agree for the booking to go ahead.

The Chair advised the member of the public that this would be discussed tonight as part of agenda item CCE288.

Another member of the public raised that at the last meeting of this Committee there was a discussion about a Mayoral Gift, and what the outcome of this was.

The Deputy Clerk responded that the wording of the Mayor's Handbook was agreed at the last meeting to include that an Outgoing Mayor would receive a Past Mayors badge and a gift – Officers are in the process of procuring the Past Mayors badge.

The member of the public further asked whether the current Mayor will be presented with something.

The Deputy Clerk responded that yes, the current Mayors gift has been organised in line with the 2022/23 Mayors Handbook.

The member of the public further asked whether anything is being done to recognise the contribution of long serving Councillors who are stepping down this month.

The Deputy Clerk responded that nothing has been discussed or agreed at Committee about this, but that recognition and thanks from the Mayor formed part of the recent Civic Reception, and that he will further discuss the question with the Town Clerk.

Another member of the public raised a point regarding the booking of The Dell on 8<sup>th</sup> July for a car boot sale, that they are aware this matter came to a Full council meeting, but were not aware of a resolution being made as Councillors did not have enough information to be able to make a decision. Do the Council have a policy for events like this, and do we have Risk Assessments, Health and Safety information, and an impact assessment including the impact on the A259 for this event.

The Deputy Clerk responded that the Council does have an Outdoor Events Policy that is being followed for this booking, albeit being overdue for a review, and that Officers are currently in ongoing discussions about the Health and Safety information and other required information from the hirer about the event.

### **3. CCE282 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies were received and accepted from Cllr Job Harris and Cllr Lucy Symonds.

Cllr Sue Griffiths is substituting for Cllr Job Harris.

Cllr Hill was also absent.

### **4. CCE283 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

### **5. CCE284 TO ADOPT THE MEETING MINUTES OF 11<sup>TH</sup> APRIL 2023**

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

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

### **6. CCE285 TO NOTE THE BUDGETARY UPDATE**

The budgetary update was **noted**.

### **7. CCE286 TO NOTE COMMUNICATION REGARDING THE CAR BOOT SALE AT THE SUMMER FAIR**

The Deputy Clerk informed the Committee that the letter in the papers is a communication received from the Car Boot Sale organisers, that they would like to proceed with a Car Boot sale at the Dell on 8<sup>th</sup> July, not at Centenary Park.

Cllr Seabrook stated that with regard to comments about the Car Boot sale made during Public Questions, he has attended many Car Boot sales run by this hirer, and that they have all been run well and with no issues, and that we just need to make sure we get the last few bits of paperwork in place.

The Committee **noted** the communication.

### **8. CCE287 TO RECEIVE A VERBAL UPDATE ON THE PLANNING OF THE SUMMER FAIR**

The Information & Community Facilities Officer gave a verbal update on the planning of the Summer Fair, including a brief run through of some of the bookings taken for the fair so far.

Cllr Seabrook asked how many bookings there were in total, and how many were left.

The Information & Community Facilities Officer responded that around 45 had booked so far and that there is capacity for up to another 40.

Cllr Seabrook asked whether there are plans for a procession to open the Summer Fair.

The Deputy Clerk responded that the procession last year was the Mayors decision as a way to open the event, and that until we have a Mayor elected for 2023/24 we won't know how they want to open the event.

The Chair added her thanks to the Information and Community Facilities Officer for all of her hard work on this event.

#### **9. CCE288 TO DECIDE ON A WINTER EVENT**

The Deputy Clerk and the Information & Community Facilities Officer introduced the item and highlighted the importance of agreeing a date due to limited availability in December.

There was a brief discussion on the possible events that could be run.

It was proposed that we agree that a Childrens Party takes place on 15<sup>th</sup> December, a Carol Concert on 24<sup>th</sup> November, and an Adults Afternoon Tea on 20<sup>th</sup> December.

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

There was a brief discussion on options for Halloween events.

Cllr Veck suggested that a Halloween Kids party, similar to the successful Christmas party might be a good option.

The Information & Community Facilities Officer reported that there were limited dates available, but that the 27<sup>th</sup> October was free for this.

The Chair asked that the 27<sup>th</sup> October be provisionally booked for the Kids Halloween Party.

It was proposed that the Committee allow a booking for a Christmas Market from a hirer to go ahead on 25<sup>th</sup> November.

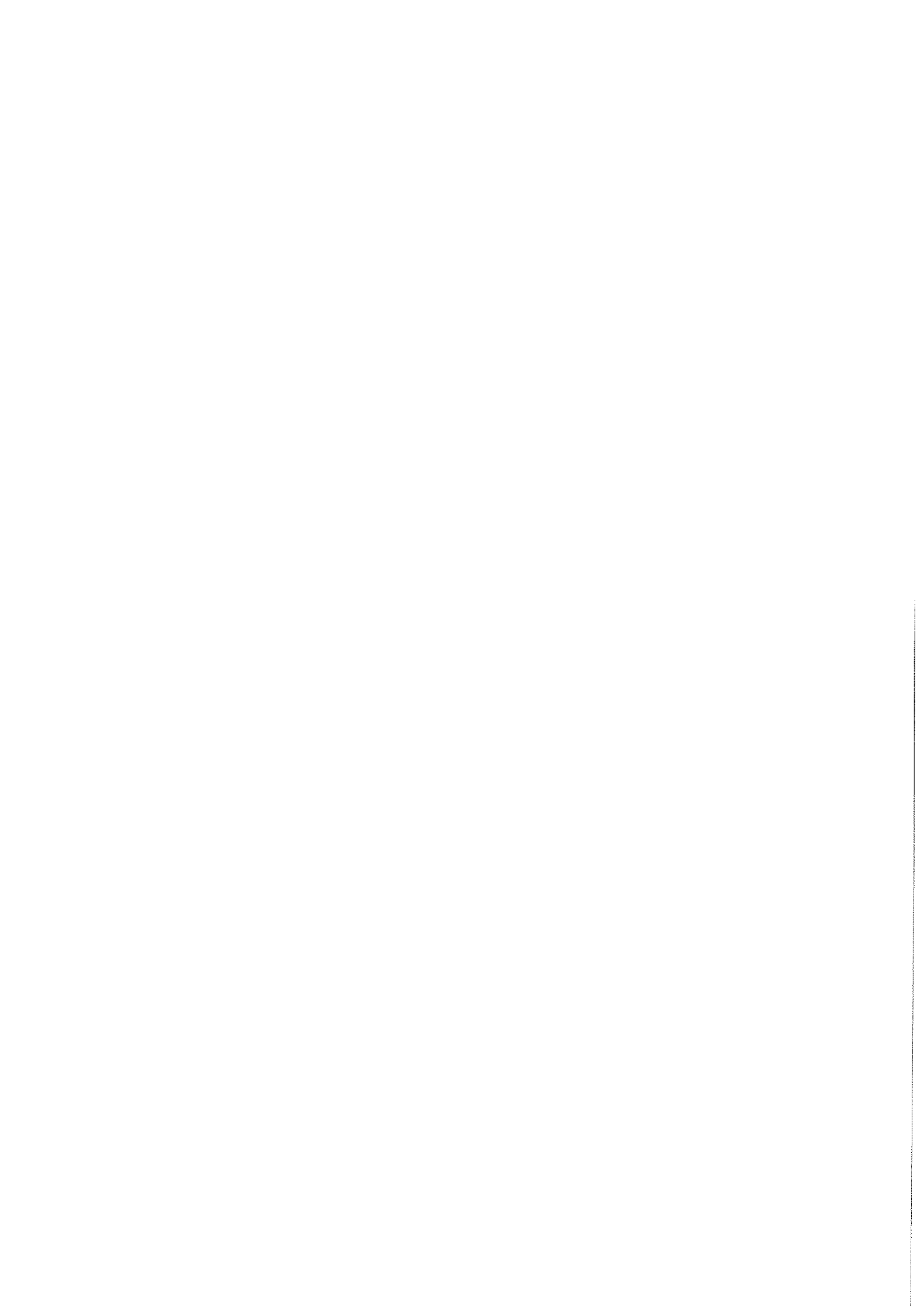
**Proposed by:** Cllr Seabrook      **Seconded by:** Cllr Duhigg  
The Committee **resolved** to **agree** to this proposal.

#### **10. CCE289 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING FOR 27<sup>TH</sup> JUNE 2023**

It was proposed that the next meeting take place on 25<sup>th</sup> May 2023.

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

*There being no further business the meeting ended at 19:34.*



## Detailed Income &amp; Expenditure by Budget Heading 18/05/2023

Month No: 2

## 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	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	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	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>285</b>	<b>5,250</b>	<b>4,965</b>	<b>0</b>	<b>4,965</b>	<b>5.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(577)</b>	<b>(6,950)</b>	<b>(6,373)</b>				
<b>Grand Totals:- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	
<b>Expenditure</b>	<b>577</b>	<b>6,950</b>	<b>6,373</b>	<b>0</b>	<b>6,373</b>	<b>8.3%</b>	
<b>Net Income over Expenditure</b>	<b>(577)</b>	<b>(6,950)</b>	<b>(6,373)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(577)</b>						



**Agenda Item: CCE298**

**Committee:** Civic & Community Events

**Date:** 25<sup>th</sup> May 2023

**Title:** Opening of the Summer Fair

**Report Authors:** Deputy Town Clerk

**Purpose of Report:** To Discuss

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**Introduction**

PTC Community Summer Fair is being held on 8<sup>th</sup> July 2023, starting at 11am. The Fair is traditionally opened by the Mayor, supported by the Town Crier.

**Background**

Over the years the Mayor has arrived at the Fair in numerous different ways to open the event; last year this involved a Mayor's Parade going from Community House to Centenary Park.

**Analysis**

The matter is for the Committee to discuss; the opening can be either a very basic simple affair, or something more elaborate like last year, although consideration must be given to the time required to plan the opening.

Including some of the themes of the Fair; Community, Environmental Awareness, Fun, and Sustainable Travel in how we open the fair could be achieved by linking in with cycling or the Colour Run that PCS is organising.

**Conclusions**

The Mayor will open the Community Summer Fair but consideration will need to be given to how.

**Recommendations**

To discuss and agree the opening of the Summer Fair

**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>	Any costs associated would need to be taking into account for the Summer Fair costs.
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	If any road closures are required then this is subject to a statutory consultation that requires 8 weeks notice.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	Risk assessments would 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

<p><b><u>Environmental and sustainability</u></b></p> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	<p>Using the opening as a way to promote sustainable travel could be included.</p>
<p><b><u>Crime and disorder</u></b></p> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	<p>N/A</p>
<p><b><u>Social value</u></b></p> <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>	<p>The opening of the Fair should mark the start of bringing the Community together for the event.</p>
<p><b><u>Climate</u></b></p> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	<p>All PTC policies relating to climate will be adhered to.</p>

**Appendices/Background papers**



**Agenda Item: CCE300**

**Committee:** Civic & Community Events

**Date:** 25<sup>th</sup> May 2023

**Title:** Update on a winter event

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

**Purpose of Report:** To Note

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### **Introduction**

PTC runs a winter themed event each year; this is typically a Civic event raising money for the Mayor's charities.

### **Background**

At the Committee meeting on 11<sup>th</sup> April 2023, Officers were asked to provide a report to Committee considering options for events in 2023. On 2<sup>nd</sup> May 2023, Committee received this report and agreed that there would be a Childrens Party taking place on 15<sup>th</sup> December, a Carol Concert on 24<sup>th</sup> November, and an Adults Afternoon Tea on 20<sup>th</sup> December.

### **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.

The hall has been booked and entertainment provisionally booked. The event will be run at zero budget so will need to ensure that costs are covered by ticket sales.

Food, Santa visit, gifts, and sundries such as decorations, craft activities, etc are still being looked into.

#### **Adults Christmas Afternoon Tea:**

The Afternoon Tea will offer 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 have reached out to some of the local organisations that use Community House to provide some entertainment, who have provisionally agreed to this and the space has been booked.

#### **Carol Concert:**

Space has been booked for 24<sup>th</sup> November. Local Churches and Organisations have previously been involved in organising and running this event, for which a small donation can be given for attending. Currently no planning beyond booking the space has taken place.

### **Conclusions**

Planning and preparations for the winter events are underway.

### **Recommendations**

To note the update on planning of the winter events.

## 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>	All events would be run with a zero budget so would need to be self-funding, with any surplus going into the Mayors Fund.
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	If any events involve licensable activities then this would need to be within the scope of the building license.
<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>	All would be community events and have social value in bringing people together.
<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: CCE301**

**Committee:** Civic & Community Events

**Date:** 25<sup>th</sup> May 2023

**Title:** To consider possible Halloween Events

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

**Purpose of Report:** To Discuss

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**Introduction**

PTC runs various events throughout the year; a Halloween event was planned last year but had to be called off last minute due to adverse weather.

**Background**

At the Committee meeting on 11<sup>th</sup> April 2023, Officers were asked to provide a report to Committee considering a Halloween event, this was provided to Committee on 2<sup>nd</sup> May 2023, and Committee suggested a Kids Halloween Party be held on 27<sup>th</sup> October 2023.

**Analysis**

At the request of the Chair of the Committee, 27<sup>th</sup> October 2023 has had space provisionally booked for a Halloween event.

Any event would need to be organised and run on a zero budget; currently no preparations other than room booking have been made.

**Conclusions**

Committee needs to agree whether to go ahead with the event and, if so, what the details of this should be.

**Recommendations**

To discuss and agree a Halloween event.

To refer the planning of the event to the Community Events TFG.

**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>	All events would be run with a zero budget so would need to be self-funding, with any surplus going into the Mayors Fund.
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	If any events involve licensable activities then this would need to be within the scope of the building license.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	Risk assessments would be undertaken for whichever event(s) we proceed with.
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li></ul>	N/A

<ul style="list-style-type: none"> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	
<p><b><u>Environmental and sustainability</u></b></p> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	N/A
<p><b><u>Crime and disorder</u></b></p> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	N/A
<p><b><u>Social value</u></b></p> <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>	All would be community events and have social value in bringing people together.
<p><b><u>Climate</u></b></p> <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: CCE302**

**Committee:** Civic & Community Events

**Date:** 25<sup>th</sup> May 2023

**Title:** 2023 Civic Events

**Report Authors:** Deputy Town Clerk

**Purpose of Report:** To Discuss

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### **Introduction**

The Mayor's Handbook stipulates the main fixed Civic events each year are:

- Civic Service (before 1<sup>st</sup> July each year)
- Remembrance Day
- Winter Event
- Civic Reception (towards the end of the Civic year)

PTC Officers will also typically support the running of up to 3 additional Mayoral events each year with the support of the Mayor and their volunteers.

### **Background**

Arrangements for the Civic Service is organised by the Civic Office at a venue chosen by the Mayor.

Remembrance Day is organised in conjunction with the Royal British Legion and updates on the planning reported back to Committee.

The Winter event has already been discussed and an update provided as part of agenda item CCE300

The Civic Reception planning will not need to start for sometime.

Other Civic events should be discussed with the Mayor and Civic Office to be decided and reported back to Committee.

### **Analysis**

The years Civic Events are laid out in section 18 of the Mayors Handbook and preparation for some events (as above) are already underway.

Additional events will need to be discussed with the Mayor and reported back to Committee.

### **Conclusions**

The Mayor and their volunteers need to discuss potential additional events, and that the Mayor and Civic Office need to begin planning the Civic Service.

### **Recommendations**

To discuss the Civic year.

### **Implications**

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

<b>Financial</b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li></ul>	Any events would need to be run with budgets, or run at zero cost where no budget exists.
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<ul style="list-style-type: none"> <li>• Reduced expenditure?</li> <li>• Increased income?</li> <li>• Budget provision?</li> </ul>	
<u>Legal</u> <ul style="list-style-type: none"> <li>• UK Law?</li> <li>• Council Powers/Duties?</li> <li>• Lease/landlord responsibilities?</li> </ul>	
<u>Health &amp; Safety</u> <ul style="list-style-type: none"> <li>• Accessibility?</li> <li>• Equalities?</li> </ul>	Risk assessments would need to be undertaken.
<u>Planning</u> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	N/A
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	
<u>Crime and disorder</u> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	N/A
<u>Social value</u> <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>	Social Value for all Civic Events would need to be considered.
<u>Climate</u> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	All PTC policies relating to climate will be adhered to.

Appendices/Background papers

**Flag Flying Days 2023:**

16 June: Sussex Day (County Flag)

17 June: Official Birthday of His Majesty The King (Union Flag)

21 June: Birthday of The Prince of Wales (Union Flag)

24 June: National Armed Forces Day (Union Flag)

5 July: NHS Anniversary (NHS Flag)

17 July: Birthday of The Queen Consort (Union Flag)

8 September: His Majesty's Accession (Union Flag)

11 November: Armistice Day (Union & RBL Flag)

12 November: Remembrance Day (Union & RBL Flag)

14 November: Birthday of His Majesty The King (Union Flag)