**DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Thursday 25th 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.
1. **CCE291 PUBLIC QUESTIONS**

There were no public questions.

1. **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.

1. **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.

1. **CCE294 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

1. **CCE295 TO ADOPT THE MEETING MINUTES OF 11TH APRIL 2023**

Proposed by: Cllr Griffiths. Seconded by: Cllr Seabrook.

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

1. **CCE296 TO NOTE THE BUDGETARY UPDATE**

The budgetary update was **noted**.

1. **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.

1. **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.

1. **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.

1. **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.

1. **CCE301 TO DISCUSS POSSIBLE HALLOWEEN EVENTS**

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

1. **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 21st 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 21st September 2023.

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

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

1. **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.

1. **CCE304 AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING FOR 27TH JUNE 2023**

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

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