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Community House,
Meridian Way,
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DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 16th April 2024 at 7.30pm

Present: Cllr. D Seabrook (Chair of Council), Cllr. I Sharkey (Vice Chair of Council), Cllr Veck (Chair) Cllr Donovan (Vice Chair), Cllr Alexander, Cllr Griffiths, Cllr Gordon-Garrett, Cllr Gallagher, Amber Cullip-Cross (Youth Mayor), Noah Tilley (Deputy Youth Mayor)

Officers: George Dyson (Town Clerk), Zoe Polydorou (Meetings & Projects Officer).

No members of the public were in attendance.

1. CCE411 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:32, went through the building fire procedure, reminded committee of the procedures towards the Chair, that Peacehaven Town Council's entertainment license for alcohol has now been granted. There was no fortnightly bingo update from the Town Clerk.

Further reminders from the Chair were that TFGs are to arrange meet ups, that the bingo caller cover was now in situ, the next bingo is on 8th May, and the film The Boys in The Boat is on Wednesday 24th April.

2. CCE 412 VERBAL YOUTH MAYOR UPDATE

The Youth Mayor commented that communication is ongoing with the school, would keep up to date with events, and that the Mayors Civic Reception was enjoyed.

The Chair thanked the Youth Mayor.

The Town Clerk said that both the Youth and Deputy Youth Mayor were invited to participate in Lewes District local plan consultation.

3. CCE 413 PUBLIC QUESTIONS.

Members of the public may ask questions on any relevant Civic & Community Events matter.

There were no public questions.

4. CCE414 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were apologies for absence from:-

- Cllr Ashby-Parkin (Cllr Griffiths substituting).
- Cllr Studd (Cllr Gallagher substituting).
- Cllr Harman (Cllr Gordon-Garrett substituting).

5. CCE415 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

None declared.

6. CCE416 TO ADOPT THE MINUTES FROM THE 27th FEBRUARY 2024

Proposed by: Cllr Seabrook Seconded by: Cllr Sharkey
The Committee **resolved** to **adopt** the minutes of the 27th February 2024.

7. CCE417 TO NOTE THE COMMITTEES BUDGETARY REPORT

The budgetary report was **noted**.

8. CCE418 TO NOTE THE COMMUNITY HUB REPORT

Cllr. Alexander suggested there may be a need for the Community Hub throughout the year. The Chair clarified that the majority of users are using outdoor facilities, so it would not be cost effective. Cllr Sharkey suggested that it could be used as a cool hub. The Chair confirmed this could be brought back to committee.
Cllr. Seabrook thanked the Chair and Gill Veck for the Community Hub work.

The report was **noted**.

9. CCE419 TO NOTE THE D-DAY 80 TFG REPORT

Cllr. Donovan mentioned there would be a meeting on 17th April 2024, and that the Parks Officer will be in attendance, summarised the report, progress of the event to date; that Nicola Papanicolaou of the Gateway Café will provide another official lantern and will be in touch with the RFO.

Cllr. Seabrook passed on Nicola Papanicolaou, of the Gateway Café, apologies for not being able to attend this committee meeting.

It was proposed that Kempton House will serve refreshments after the service in the morning, and that the itinerary is confirmed.

Proposed by Cllr. Donovan Secunder Cllr. Alexander
The Committee resolved to **agree** to this proposal.

10. CCE420 TO NOTE THE UPDATE TO THE D-DAY TFG MEMBERS

The Chair confirmed she will leave the TFG, but will be available as support.
Cllr. Donovan said that this would be the same for Cllr. Ashby-Parkin too.

The update to the D-Day TFG members was **noted**.

11. CCE421 TO VOTE TO AGREE TO MOVE THE MERIDIAN WALK TFG FROM THE CIVIC & COMMUNITY EVENTS COMMITTEE TO FULL COUNCIL

The Chair explained why this is being proposed.

Cllr. Donovan explained she is happy for the move the TFG to Full Council, but requested to keep the TFG as it is currently.

It was proposed to change the TFG to a Working party.
Proposed by: Cllr Donovan Seconded by: Cllr Sharkey
The Committee **resolved** to **agree** to this proposal.

It was proposed to move the Meridian Walk TFG to Full Council.
Proposer: Cllr Donovan Secunder: Cllr Gordon-Garret
The Committee **resolved** to **agree** to this proposal.

12. CCE422 TO AGREE TO THE TWO RECOMMENDATIONS IN THE TFG'S MERIDIAN LINE MEANDER (UNLESS AT ITEM CCE421 IT HAS BEEN AGREED FOR THE TFG TO MOVE TO COUNCIL, WHEREBY THIS REPORT WILL BE PRESENTED AT COUNCIL)

Cllr. Donovan explained that with regards to the first recommendation that, since the report was written, the next stages have changed which Full Council will be updated on.

With regards to the second recommendation, the Town Clerk confirmed that Officer support was in the pipeline.

Cllr Campbell suggested that properties on the proposed route should be informed.

The Chair **noted** this and suggested this could be included in the next report.

13. CCE423 TO NOTE THE SUSTAINABILITY OF THE E-NEWS TFG REPORT AND CONSIDER RECOMMENDING COUNCIL SET UP A TFG/WORKING PARTY/SUB COMMITTEE ON INFORMATION AND PUBLIC RELATIONS AND COMMUNICATION

Cllr. Campbell summarised the report, and confirmed there is extra information since the report which is:-

- 4 pages in the monthly Peacehaven Directory very approximate estimate received of £480 per month.
- Printed news - A4 centre stapled: 16 pages cost £2,471 / 20 pages £2,737 / month (costs are very approximate), and confirmed these are printing only costs.

It was proposed to close the TFG and reopen a new TFG when the new Public Relations Officer is in post.

Proposed by: Cllr Donovan Seconded by: Cllr Gallagher

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

14. CCE424 TO NOTE THE VERBAL UPDATE ON THE CLIMATE FAIR

Cllr. Seabrook updated that there has not been much progress, that a meeting is in the pipeline, and a detailed plan in place, and there is £3,000 funding available.

The report was **noted**.

15. CCE425 TO DECIDE ON THE OPTIONS OUTLINED IN THE ARTWAVE EVENT REPORT

Cllr Sharkey explained a change to the report - that the Friendship Hall is available, that it is cheaper, is bus accessible and is a suitable space.

The Town Clerk queried how the costs of the hall would be covered, and Cllr. Sharkey clarified that the artists would individually pay.

It was proposed to use money from the CCE budget to pay for the registration and that it will be repaid by the artists.

Proposed by: Cllr Sharkey Seconded by: Cllr Donovan.

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

Cllr Seabrook suggested that the artists are asked to commit to pay the registration fee up-front, The Chair confirmed that this was **noted** and that it would be for the TFG to discuss.

Cllr Gordon-Garrett raised a query on the need and therefore cost of items like risk assessments, whereby the Town Clerk clarified this would depend on whether Peacehaven Town Council was financing the event or the facilitator.

The Chair requested the TFG to cover this in the next report.

16. CCE426 TO NOTE THE RECYCLED FASHION SHOW REPORT AND AGREE TO A TFG

It was proposed to form a TFG.

Proposed by: Cllr Sharkey Seconded by: Cllr Donovan.

It was resolved to **agree** to this proposal.

TFG members were noted as Cllr Sharkey, Cllr Donovan, Cathy Norcott-Jones, Josie Turner (from school), Cllr Ashby-Parkin.

17. CCE427 TO NOTE THE MAYOR'S CIVIC RECEPTION REVIEW

Cllr Seabrook summarised the review, explained that the event went over budget by £390 and proposed the loss is taken from the Mayor's allowance where there is a surplus. The Chair thanked the Mayor for the kind donation.

The review was **noted**.

18. CCE428 TO NOTE THE TFG RULES

The Chair summarised the reasons the TFG rules formed part of the agenda.

Cllr Seabrook commented on item 7 and the need to be careful of wording for minutes.

The Chair reminded committee of the rules around the size of a TFG.

Cllr Campbell queried whether these are the official Council Rules, the Chair confirmed they are.

The TFG rules were **noted**.

19. CCE429 TO NOTE THE EVENTS CALENDAR DATES

It was discussed that the D-Day lantern workshops dates, D-Day event and Civic dates are to be included in the calendar, and all dates to be shared on social media.

It was proposed to include the calendar of events in the E-news.

Proposed: Donovan Seconded by: Cllr. Gallagher.

It was resolved to **agree** to the proposal.

20. CCE430 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 25th June 2024

The next meeting was **confirmed** as 25th June 2024.

There being no further business the meeting ended at 20:26.