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**DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 27<sup>th</sup> February 2024 at 7.30pm**

**Present:** Cllr. I Sharkey (Vice Chair of Council), Cllr Veck (Chair) Cllr Donovan (Vice Chair), Cllr Alexander, Cllr Harman, Cllr Studd

**Officers:** Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information & Community and Facilities Officer).

2 members of the public were in attendance.

**1. CCE394 CHAIR ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed members, and briefly went through the health and safety fire procedure.

The Chair then shared the following highlights:

- Bingo is on 13<sup>th</sup> March
- Cinema is on 20<sup>th</sup> March - Wicked Little Letters
- Mayors Reception is on 16<sup>th</sup> March

The Chair updated members that the full alcohol licence application is underway.

**2. CCE395 VERBAL YOUTH MAYOR UPDATE**

The Chair explained that the youth mayors were not in attendance this evening, and had not received any updates for them.

**3. CCE396 PUBLIC QUESTIONS**

The Chair explained a letter had been received from members of the public requesting fortnightly bingo rather than monthly. There was general discussion amongst members over whether there was the demand for an additional bingo, if there would be enough helpers, the possibility of having alcohol, and holding the event in the evening.

The Chair explained that the Town Clerk would respond, get further information of the request, and that this item would be included in the next agenda.

At this point, the Chair mentioned that standing orders would be suspended later in the agenda for the two members of public.

**4. CCE397 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There was 1 apology for absence from Cllr. Ashby-Parkin.

**5. CCE398 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

## **6. CCE 399 TO ADOPT THE MINUTES FROM THE 16<sup>th</sup> JANUARY 2024**

It was proposed to adopt the minutes.

Proposed by: Cllr Studd                      Seconded by: Cllr Donovan  
The Committee **resolved** to **adopt** the minutes of the 16<sup>th</sup> January 2024.

## **7. CCE400 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

Cllr. Donovan mentioned that the advertising budget was used by the license advertisement. The Chair explained this was necessary to go ahead with as a licence was needed.  
The budgetary report was **noted**.

## **8. CCE401 TO AGREE TO THE RECOMMENDATIONS IN THE ARTWAVE 2024 REPORT**

The Chair ran through the recommendations.

It was proposed that Peacehaven Town Council PTC would support the event, look into the TFG moving this forward, and ask Telscombe Council if they would like to join too.

Proposed by: Cllr Donovan    Seconded by: Cllr Sharkey  
The Committee **resolved** to **agree** to the proposal.

The TFG was formed of Cllr. Harman, Cllr. Donovan, Cllr. Alexander, Cllr. Sharkey and Cllr. Studd.

Cllr. Harman expressed several artist friends would like to join too.

Cllr. Alexander will look into whether Lewes District Council will sponsor a room at Peacehaven Town Council for the event.

It was proposed that an Officer would register participation at [www.artwavefestival.org](http://www.artwavefestival.org).

Proposed by: Cllr Alexander    Seconded by: Cllr Sharkey  
The Committee **resolved** to **agree** that an Officer would register participation.

## **9. CCE402 TO DISCUSS AND AGREE THE PROVISION OF A CLIMATE FAIR**

Cllr Donovan briefly summarised the report, expressed there was little time to organise the event, and that Officers should have been asked if they have capacity to manage the event. The upcycled fashion show was mentioned.

Members discussed the feasibility of the event going ahead this year, in view of timescales and Officer's work capacity.

It was proposed that the event is postponed to next year to combine with the summer fair, and to organise a recycled fashion show for October this year to work in collaboration with Peacehaven Community School.

Proposed by: Cllr Donovan                      Seconded by: Cllr Alexander  
The Committee **resolved** to **agree** to the proposal.

## **10. CCE403 TO REVIEW AND AGREE CCE DATES AND UPCOMING EVENTS AND AGREE ANY ACTIONS REQUIRED**

The Information Officer confirmed there is:-

- Bingo and Cinema in April,
- Telscombe Fair on July 6<sup>th</sup>
- Wrestling, and Boxing in March.

The following event dates for this year were provisionally **agreed**:-

Halloween – Friday 25<sup>th</sup> October.

Proposed by: Cllr Harman      Seconded by: Cllr Donovan

Recycled Fashion Show – 18<sup>th</sup> October 6pm, to avoid half term.

Proposed by: Cllr Donovan      Seconded by: Cllr Harman

Carol Concert – 13<sup>th</sup> December.

To check with Peacehaven Players first.

Proposed by: Cllr Sharkey      Seconded by: Cllr Donovan

Mayors Tea Party/Function – 18<sup>th</sup> December, daytime.

Proposed by: Cllr Studd      Seconded by: Cllr Harman

Children's Christmas Party – Friday 20<sup>th</sup> December, 5pm

Proposed by: Cllr Alexander      Seconded by: Cllr Studd

The Chair expressed this was a brief schedule of events and that more events could be added, and requested the Information Officer circulate dates to diaries.

The November dates of Remembrance Sunday and Armistice dates were discussed briefly.

#### **11. CCE404 TO AGREE TO THE GRANT APPLICATION IN THE D-DAY TFG REPORT**

Cllr Donovan summarised the grant application and requested that it be taken forward.

Cllr Alexander suggested he would find out if LDC would sponsor a room for the event.

It was mentioned by Cllr. Donovan that the Royal British Legion are sponsoring £150 for the Town Crier to sing.

It was proposed to go ahead with application.

Proposed by: Cllr Donovan      Seconded by: Cllr Alexander

The Committee **resolved** to **agree** to the grant application.

It was proposed to agree for the office to apply for a TENS licence.

Proposed by: Cllr. Harman.      Seconded by: Cllr. Donovan.

#### **12. CCE405 TO REVIEW AND AGREE THE RECOMMENDATIONS IN THE UKRAINIAN CULTURAL EVENT REPORT**

20:11 – Standing Orders were suspended.

Proposed by Cllr. Alexander      Seconded by Cllr. Sharkey

The two members of public summarised the options for the event, suggested the date as possibly being 11<sup>th</sup> May 2024. The Chair suggested that the details of this or other suggested dates to be sent to the Information & Community Facilities Officer, and that the room is offered free of charge.

Members were positive about the prospect of the event.

Members discussed the possibility of the Ukrainian group applying for a Peacehaven Town Council grant.

20:19 - Standing Orders were reinstated.

It was proposed that the Council supplies a room for the Ukrainian event for free.

Proposed by: Cllr Alexander      Seconded by: Cllr Donovan

It was proposed that the event would be supported by Peacehaven Town Council via E-News and website.

Proposed by: Cllr. Studd      Seconded by: Cllr. Sharkey

It was **noted** that the Ukrainian group will liaise with the Information Officer on the proposed date of 11<sup>th</sup> May. The Committee **resolved to agree** to the proposals.

20:20 - The members of public left.

### **13. CCE406 TO AGREE ENEWS TFG**

The Chair summarised the need for TFG members, what they would do and report back on.

Cllr. Alexander suggested Cllr. Campbell could be asked to join.

The TFG was formed of: Cllr. Studd, Cllr. Harman, with a request to Cllr. Campbell.

Cllr. Donovan requested that the E-News maintains publishing up-to-date information.

### **14. CCE407 TO NOTE THE MAYORS RECEPTION REPORT**

Members discussed how the event has previously been run.

The Information Officer explained the protocol and brief details for this year's event.

The Chair mentioned that although there was enough in the budget for the event, that the Mayor had contributed the Mayor's budget too.

There was discussion surrounding the purchase of a present for the Mayor.

The Mayors Reception Report was **noted**.

### **15. CCE408 TO REVIEW AND AGREE THE RECOMMENDATIONS IN THE MERIDIAN LINE WALK REPORT**

Cllr. Donovan explained the Town Clerk had been asked, that there was some credit left with Madisons and that the Town Clerk had given the TFG permission, if agreed at this meeting, to go forward with that.

It was proposed to use Madison's funds.

Proposed by: Cllr Donovan      Seconded by: Cllr Studd

The Committee **resolved to agree** to use the credit PTC has with Madisons.

It was proposed that the TFG should be given the authority to get the quotes for the Meridian Line coins & certificates.

Proposed by: Cllr Donovan      Seconded by: Cllr Sharkey

The Committee **resolved to agree** to give the TFG authority to get the quotes.

Members discussed whether the signage for the Meridian Line Walk should be within the Civic and Community Events Committee.

It was proposed to give permission to get a quote for the objects placed along the route.

Proposed by: Cllr Donovan      Seconded by: Cllr Studd

The Committee **resolved to agree** to the recommendation.

Members discussed which Committee the monument cleaning falls within for cleaning by the grounds team.

Cllr. Studd suggested an alternative method of cleaning to power washing, and agreed to obtain quotes and write a report for the Leisure, Amenities and Environment Committee.

It was proposed that permission is given to apply for various grants to cover the costs.

Proposed by: Cllr Donovan      Seconded by: Cllr Harman

The Committee **resolved to agree** to the give permission.

Cllr. Donovan acknowledged and thanked the Meetings & Projects for their successful grant application for £500 for leaflets, and explained there could be a possibility of further future funding for other event items.

**16. CCE409 TO RECEIVE A VERBAL UPDATE FROM THE TASK & FINISH GROUPS (TFGs):**

- a) Meridian Walk  
There was no further update.
- b) D Day  
There was no further update.
- c) Council Communications Support  
Cllr. Donovan explained a few articles have been forwarded for last month's E-News to the Town Clerk.  
  
Cllr. Alexander mentioned the new Town Clerk at Lewes Town Council has good grant/funding knowledge.

**17. CCE410 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 16TH APRIL 2024**

The next meeting was **confirmed** as 16<sup>th</sup> April 2024.

The Chair requested papers two weeks in advance.

*There being no further business the meeting ended at 20:46.*