

George Dyson  
Town Clerk

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Community House,  
Meridian Way,  
Peacehaven,  
East Sussex,  
BN10 8BB.

**Councillors on this Committee:**

**Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Ashby-Parkin, Cllr Studd, Cllr Donovan,  
Cllr Wood, Cllr Sharkey, Cllr Evans.**

**22<sup>nd</sup> January 2025**

**Dear Committee Member,**

**You are summoned to a meeting of the Civic and Community Events Committee which will be held in the Anzac Room, Community House, Peacehaven on Tuesday 28<sup>th</sup> January 2025 commencing at 7.30pm**

A handwritten signature in black ink, appearing to be "G Dyson", written over a horizontal line.

**George Dyson  
Town Clerk**

**A G E N D A**

- 1. CCE491 CHAIRMAN'S ANNOUNCEMENTS**
- 2. CCE492 PUBLIC QUESTIONS**  
There will be a 15-minute period whereby members of the public may ask questions, on any relevant Civic & Community Event matters
- 3. CCE493 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**
- 4. CCE494 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**
- 5. CCE495 TO ADOPT THE MEETING MINUTES OF 12TH NOVEMBER 2024**
- 6. CCE496 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET**
- 7. CCE497 TO NOTE THE REMEMBRANCE & ARMISTICE DAY REVIEW REPORT**
- 8. CCE498 TO NOTE THE PRE-LOVED BAG, SCARF AND PURSE SALE REVIEW REPORT**
- 9. CCE499 TO NOTE THE VE DAY 80 VERBAL UPDATE**
- 10. CCE500 TO VOTE TO REFER THE EASTER ARTS & CRAFTS FAIR REPORT TO FULL COUNCIL TO DECIDE HOW TO PROCEED**
- 11. CCE501 TO NOTE THE VERBAL UPDATE ON THE PCS CAREERS FAIR AND BUSINESS LUNCH**
- 12. CCE502 NOTE THE LINE & BARN DANCING EVENT DECISION MADE AT FULL COUNCIL ON 8<sup>th</sup> OCTOBER 2024**

13. CCE503 TO RETROSPECTIVELY NOTE A GRANT APPLICATION
14. CCE504 TO DECIDE THE WAY FORWARD WITH THE ARTWAVE EVENT
15. CCE505 TO NOTE THE CHILDREN'S CHRISTMAS PARTY EVENT REVIEW
16. CCE506 TO NOTE THE CAROL CONCERT EVENT REVIEW
17. CCE507 TO NOTE THE MAYORS JAZZ AFTERNOON EVENT REVIEW
16. CCE508 TO NOTE THE [BUSINESS PLAN](#)
17. CCE509 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):
  - a. Inclusion Working Party
18. CCE510 TO NOTE THE EVENTS CALENDAR
19. CCE511 TO NOTE THERE ARE NO NEW CCE COMPLAINTS
20. CCE512 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED
21. CCE513 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 4<sup>th</sup> MARCH 2025

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**DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 12<sup>th</sup> November 2024 at 7.30pm**

**Present:** Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Ashby-Parkin, Cllr Campbell, Cllr Donovan, Cllr Wood, Cllr Gallagher, Cllr Evans, the Youth Mayor and Deputy Youth Mayor.

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

1 member of the public was in attendance.

**1. CCE471 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:31, reminded Councillors of civility & respect amongst all, ran through the fire procedure, asked for mobile phones to be switched off, explained that the meeting was being recorded, and for speakers to speak up.

The following announcements were then made:-

- Friday 22nd November 9am-12am - In aid of the Mayors Charity preloved bags, purses and scarves sale
- Saturday 23rd November - 7pm - The Mayor of Peacehaven's Christmas Quiz
- Friday 13th December 4-6pm - Mayor of Peacehaven's Christmas Carol Concert
- Wednesday 18th December 2-4pm - Mayor of Peacehaven's Christmas Jazz Delight
- Every Monday 10-1pm – The Welcome Cafe - Free tea & Coffee. Chat, make new friends and see what's going on in the area.
- The Mayor of Peacehaven would talk to local businesses and private households along the South Coast Road to encourage ways to make Peacehaven look Christmassy. At this item Cllr Wood expressed willing to liaise with the Mayor.

And calls were made for:-

- Volunteers for the 2nd Dec at the welcome café
- Silicone bags to be used in PTC external noticeboards
- Volunteers to wrap presents

The Mayor of Peacehaven thanked the outgoing Youth Mayor Amber Cullip-Cross, and the Deputy Youth Mayor Noah Tilley for their respective terms and presented each with a pen and certificate.

The outgoing Youth Mayor and Deputy Youth Mayor left the meeting.

The new Youth Mayor Karena Gordon and Deputy Youth Mayor Katelyn Harber were welcomed by the Mayor, and invited to the table.

**2. CCE472 PUBLIC QUESTIONS**

There were no public questions.

**3. CCE473 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

There were 2 apologies of absences, from Cllr Studd (Cllr Campbell substituted), and Cllr Sharkey (Cllr Gallagher substituted). Apologies for late arrival received from Cllr Ashby-Parkin.

**4. CCE474 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were 0 declarations of interest.

**5. CCE475 TO ADOPT THE MEETING MINUTES OF 10TH SEPTEMBER 2024**

Proposed by: Cllr Harman    Seconded by: Cllr Wood

All in favour

It was resolved to **agree** to adopt the minutes of 10<sup>th</sup> September 2024.

**6. CCE476 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET**

These were **noted**.

**7. CCE477 TO DISCUSS AND AGREE BUDGET REQUIREMENTS FOR 2025/26**

Cllr Veck explained the reason for the increase to the mayor's reception budget.

Cllr Gallagher queried the increase of net expenditure over income, whereby Cllr Veck explained this was due to the summer fair which usually had no budget.

Cllr Ashby-Parkin joined the meeting.

Members discussed the importance of keeping the summer fair, for sponsorship to be sought, that businesses used to be mentioned in the programmes, the work involved in organising the summer fair, staff costings and raised there was a budgeting meeting on Friday coming where this could be brought up.

Cllr Campbell raised the subject of advertising income, and it was suggested that, for each relevant committee, advertising income be itemised.

It was proposed to agree to the budget requirements for 2025/26 and that sponsorship was sought for the summer fair.

Proposed by: Cllr Gallagher                      Seconded by: Cllr Ashby-Parkin

It was resolved to **agree** the budget requirements.

**8. CCE478 TO NOTE THE ARTWAVE REVIEW REPORT**

Cllr Donovan expressed that Cllr Sharky would update committee at a future meeting.

Members commended the event, and suggested more advertising for next year's event.

The report was **noted**.

**9. CCE479 TO DISCUSS AND AGREE EVENT DEFINITIONS**

Cllr Veck introduced the item.

It was suggested that, under the Mayoral Event definition, for the wording to amended from 'Covered by the Mayor's charity budget' to 'covered by the Mayor's charity receipts'.

Cllr Campbell left for part of this item.

It was proposed that Community Events surplus funds go to the CCE Events fund.

Proposed by: Cllr Campbell    Seconded by: Cllr Ashby-Parkin

It was resolved to **agree** to the event definitions

It was proposed to add the definitions to the CCE terms of reference.

Proposed by: Cllr Harman    Seconded by: Cllr Ashby-Parkin

All in **favour**.

**10. CCE480 TO AGREE THE VE DAY 80 REPORT RECOMMENDATION**

Cllr Donovan suggested the evening hall hirer could be given the option to use the Anzac room instead to allow for the event.

Members discussed discounting option 1 and option 3.

It was proposed that a further report, in line with an event similar to option 2, be brought to the next meeting, and that a TFG is set up.

Proposed by: Cllr Ashby-Park    Seconded by: Cllr Donovan

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

TFG members: Cllr Ashby-Parkin, Cllr Harman, Cllr Veck.  
Cllr Donovan suggested using the remembrance budget or charging for tickets.

**11. CCE481 TO AGREE TO AN EASTER ARTS AND CRAFTS FAIR**

Cllr Donovan introduced the report, and it was discussed that the event was Mayoral.  
The Information & Events Officer clarified the kitchen hire costs.  
Proposed by: Cllr Evans      Seconded by: Cllr Donovan  
It was resolved to **agree** to the event.

**12. CCE482 TO NOTE THE CAREERS FAIR AND GALA LUNCHEON EVENTS MAY BE SUPPORTED WITH A COMMUNITY GRANT**

Cllr Donovan introduced the report, and explained event progress to-date, and that she would bring an update to committee about the event on behalf of PCS at the next meeting.  
The Chair requested the Youth Mayor update future Committees on progress of the event.  
Cllr Donovan confirmed that the I&E Officer would not be involved in the sale of tickets.  
The report was **noted**.

**13. CCE483 NOTE THE FINANCES FOR THE MAYOR OF PEACEHAVEN'S LINE & BARN DANCE EVENT**

Cllr Donovan confirmed that the event would be self-funded.  
The finances were **noted**.

**14. CCE484 TO RECEIVE AN EVENTS UPDATE**

The Information & Events Officer ran through the report, promoted the bag sale and expressed that ticket sales were generally slow.  
Cllr Wood expressed that low event sales were not due to advertising, but rather due to the closure of the Meridian Centre, and the need to communicate with residents who were not on-line. Cllr Veck mentioned that the Isolation project tied into this.  
Cllr Harman suggested advertising on EventBrite and such platforms, at the gateway café, and Sainsburys, and to ramp up leaflet dropping.  
The Information and Events Officer confirmed that all main items for the summer fair were booked.  
The report was **noted**.

**15. CCE485 TO NOTE THE CHILDREN'S HALLOWEEN PARTY REVIEW**

Cllr Gallagher commended the event.  
Cllr Veck thanked the Information and Events Officer for her work and the time that she volunteered for free in the evening.  
The report was **noted**.

**16. CCE486 TO NOTE THE BUSINESS PLAN**

Cllr Donovan confirmed that another meeting was being scheduled for the Meridian Meander.  
The business plan was **noted**.

**17. CCE487 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):**

**a. Inclusion TFG**

Cllr Veck updated Committee briefly on progress to-date, including how the Welcome Café was progressing, and explained that a full report would be presented at the next CCE meeting.  
Cllr Evans summarised a positive conversation had taken place with Age UK.  
The report was **noted**.

It was proposed that the last Welcome café for 2024 would be on Monday 23<sup>rd</sup> December, and restart on Monday 20<sup>th</sup> January 2025, and run through to March 2025.

Proposed by: Cllr Veck      Seconded: Cllr Evans  
All in **favour**.

**18. CCE488 TO NOTE THE COMPLAINTS LOG**

The log was **noted**.

**19. CCE489 TO AGREE WHETHER TO CHANGE THE 18TH MARCH 2025 CCE COMMITTEE MEETING TO 4TH MARCH 2025 OR 25TH MARCH 2025**

It was proposed to change the meeting date to 4<sup>th</sup> March 2025

Proposed by: Cllr Ashby-Parkin      Seconded by: Cllr Evans

All in **favour**.

**20. CCE490 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 28th JANUARY 2025**

The date was **noted**.

*There being no further business the meeting ended at 21:14*

## Detailed Income &amp; Expenditure by Budget Heading 15/01/2025

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 Civic Events</b>							
1358 D-Day Grant	55	0	(55)			0.0%	
Civic Events :- Income	<b>55</b>	<b>0</b>	<b>(55)</b>				<b>0</b>
4348 Civic Gifts	52	0	(52)		(52)	0.0%	
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	0	500	500		500	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
4359 D-Day	1,701	0	(1,701)		(1,701)	0.0%	1,701
Civic Events :- Direct Expenditure	<b>1,753</b>	<b>1,500</b>	<b>(253)</b>	<b>0</b>	<b>(253)</b>	<b>116.9%</b>	<b>1,701</b>
4331 Mayor's Allowance	851	1,500	649		649	56.7%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	421	1,200	779		779	35.1%	
4336 Civic Service	53	500	447		447	10.7%	
4338 Remembrance Services	607	1,000	393		393	60.7%	
4339 National Mourning	0	500	500		500	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	<b>1,932</b>	<b>6,650</b>	<b>4,718</b>	<b>0</b>	<b>4,718</b>	<b>29.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,630)</b>	<b>(8,150)</b>	<b>(4,520)</b>				
6000 plus Transfer from EMR	1,701						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,929)</b>						
<b>120 Marketing</b>							
1047 Other Event Income	714	0	(714)			0.0%	
1048 E-News Advertising	0	100	100			0.0%	
1049 Banner Board	2,712	1,500	(1,212)			180.8%	
1051 A1 Boards	360	0	(360)			0.0%	
1301 Filming	800	1,000	200			80.0%	
1360 ArtWave Registrations	650	0	(650)			0.0%	
1361 ArtWave Sales	9	0	(9)			0.0%	
Marketing :- Income	<b>5,245</b>	<b>2,600</b>	<b>(2,645)</b>			<b>201.7%</b>	<b>0</b>
4352 Annual Report	84	100	16		16	84.2%	
Marketing :- Direct Expenditure	<b>84</b>	<b>100</b>	<b>16</b>	<b>0</b>	<b>16</b>	<b>84.2%</b>	<b>0</b>
4306 Printing	156	300	144		144	52.0%	
4328 Website	540	2,000	1,460		1,460	27.0%	
4329 Advertising	125	500	375		375	25.0%	125
4360 Art Wave 2024	632	0	(632)		(632)	0.0%	
4361 ArtWave Card Charges	7	0	(7)		(7)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 15/01/2025

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4502 Events	692	500	(192)		(192)	138.4%	613
Marketing :- Indirect Expenditure	<u>2,152</u>	<u>3,300</u>	<u>1,148</u>	<u>0</u>	<u>1,148</u>	<u>65.2%</u>	<u>738</u>
<b>Net Income over Expenditure</b>	<u>3,009</u>	<u>(800)</u>	<u>(3,809)</u>				
6000 plus Transfer from EMR	738						
<b>Movement to/(from) Gen Reserve</b>	<u>3,747</u>						
Grand Totals:- Income	<b>5,300</b>	<b>2,600</b>	<b>(2,700)</b>			<b>203.8%</b>	
Expenditure	<b>5,921</b>	<b>11,550</b>	<b>5,629</b>	<b>0</b>	<b>5,629</b>	<b>51.3%</b>	
<b>Net Income over Expenditure</b>	<u>(621)</u>	<u>(8,950)</u>	<u>(8,329)</u>				
plus Transfer from EMR	<b>2,439</b>						
<b>Movement to/(from) Gen Reserve</b>	<u>1,818</u>						



A/c Code	506 Mayor's Appeal				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance						1,486.90
1	18/04/2024		Cashbook	BINGO		153.00
1	18/04/2024	205616	Cashbook	ABC FUND MAYORS DONATION	546.63	
1	18/04/2024	205617	Cashbook	MENCAP MAYORS DONATION	546.63	
1	18/04/2024	205618	Cashbook	SUSSEX HEART MAYORS DONATION	546.63	
2	10/05/2024		Cashbook	BINGO		20.00
3	11/06/2024		Cashbook	BINGO		91.00
4	27/06/2024	CC3	Cashbook	QUIZ RAFFLE PRIZE	5.00	
4	05/07/2024		Cashbook	QUIZ TICKETS		15.00
4	11/07/2024		Cashbook	QUIZ		65.00
4	11/07/2024		Cashbook	QUIZ NIGHT		5.00
4	11/07/2024		Cashbook	QUIZ NIGHT		5.00
4	18/07/2024	363	Journal	QUIZ		15.00
4	19/07/2024		Cashbook	QUIZ		10.00
4	23/07/2024		Cashbook	BINGO		160.00
4	23/07/2024		Cashbook	QUIZ		70.00
4	26/07/2024	BACS13	Cashbook	D.DONVAN EXPENSES	1.03	
5	04/07/2024	CC1	Cashbook	QUIZ NIGHT RAFFLE PRIZE	5.00	
5	24/07/2024	CC10	Cashbook	BINGO REFRESHMENT	51.43	
5	24/07/2024	CC10	Cashbook	QUIZ PRIZES	50.97	
5	07/08/2024		Cashbook	quiz		5.00
5	08/08/2024		Cashbook	BINGO		28.00
5	16/08/2024		Cashbook	QUIZ		30.00
5	16/08/2024	121125	Cashbook	MILEAGE FOR QUIZ BOARD	18.72	
5	20/08/2024		Cashbook	QUIZ		10.00
5	22/08/2024		Cashbook	QUIZ		15.00
5	30/08/2024		Cashbook	QUIZ		10.00
5	30/08/2024		Cashbook	BINGO		40.00
5	30/08/2024		Cashbook	BINGO		195.00
5	30/08/2024		Cashbook	QUIZ		20.00
6	08/08/2024	CC3	Cashbook	QUIZ BOARD ENGRAVING	26.50	
6	22/08/2024	CC4	Cashbook	QUIZ PRIZE	5.00	
6	12/09/2024		Cashbook	QUIZ		70.00
6	13/09/2024		Cashbook	QUIZ		10.00
6	20/09/2024		Cashbook	QUIZ		50.00
6	20/09/2024		Cashbook	JAZZ NIGHT		40.00
6	20/09/2024		Cashbook	CAROL CONCERT		7.00
6	20/09/2024		Cashbook	QUIZ NIGHT		40.00
6	25/09/2024	371	Journal	SEPTEMBER SALARIES	15.75	
6	26/09/2024		Cashbook	QUIZ NIGHT		40.00
6	30/09/2024		Cashbook	VICTORIA TRAVEL DONATION		152.00
6	30/09/2024		Cashbook	QUIZ NIGHT DONATION		10.00
6	30/09/2024		Cashbook	QUIZ RAFFLE		78.00
6	30/09/2024		Cashbook	BINGO		85.00
6	30/09/2024		Cashbook	JAZZ NIGHT		5.00

A/c Code 506 Mayor's Appeal

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
6	30/09/2024		Cashbook	CAROL CONCERT		2.00
6	30/09/2024		Cashbook	CAROL CONCERT		1.00
6	30/09/2024		Cashbook	QUIZ NIGHT		10.00
7	07/10/2024		Cashbook	JAZZ		5.00
7	07/10/2024		Cashbook	QUIZ		5.00
7	08/10/2024	AMA2	Purchase Ledger	BINGO DABBER	11.32	
7	08/10/2024	AMA2	Purchase Ledger	RAFFLE TICKETS	10.17	
7	16/10/2024		Cashbook	ARTWAVE DONATION		34.73
7	16/10/2024		Cashbook	JAZZ		20.00
7	16/10/2024		Cashbook	CAROL CONCERT		4.00
7	16/10/2024		Cashbook	JAZZ		10.00
7	16/10/2024		Cashbook	CAROL CONCERT		2.00
7	23/10/2024		Cashbook	CAROL CONCERT		2.00
7	31/10/2024		Cashbook	BINGO		180.00
7	13/09/2044	372	Journal	DONATION FROM JULIE BASHAM		4.50
7	13/09/2044	372	Journal	DONATION FROM JULIE BASHAM	0.08	
8	17/10/2024	CC3	Cashbook	BINGO BISCUITS	39.98	
8	04/11/2024		Cashbook	QUIZ NIGHT		15.00
8	07/11/2024		Cashbook	QUIZ		30.00
8	08/11/2024		Cashbook	JAZZ		5.00
8	11/11/2024		Cashbook	QUIZ		40.00
8	11/11/2024		Cashbook	QUIZ		10.00
8	12/11/2024		Cashbook	JAZZ		10.00
8	12/11/2024		Cashbook	CAROL CONCERT		3.00
8	12/11/2024		Cashbook	CAROL CONCERT		3.00
8	12/11/2024		Cashbook	QUIZ		80.00
8	12/11/2024		Cashbook	JAZZ		5.00
8	12/11/2024		Cashbook	CAROL CONCERT		6.00
8	12/11/2024		Cashbook	JAZZ		10.00
8	14/11/2024		Cashbook	QUIZ		20.00
8	14/11/2024		Cashbook	QUIZ		5.00
8	20/11/2024		Cashbook	QUIZ		5.00
8	20/11/2024		Cashbook	QUIZ		20.00
8	20/11/2024		Cashbook	CAROL CONCERT		10.00
8	21/11/2024		Cashbook	QUIZ		10.00
8	21/11/2024		Cashbook	QUIZ		5.00
8	21/11/2024		Cashbook	JAZZ		10.00
8	22/11/2024		Cashbook	BAG SALE DONATION		8.00
8	26/11/2024		Cashbook	DONATION		10.00
8	26/11/2024		Cashbook	JAZZ		25.00
8	26/11/2024		Cashbook	CAROL CONCERT		2.00
8	26/11/2024		Cashbook	QUIZ		5.00
8	26/11/2024		Cashbook	QUIZ		25.00
8	26/11/2024		Cashbook	DONATION		3.00
8	26/11/2024		Cashbook	JAZZ		10.00

A/c Code 506 Mayor's Appeal

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
8	26/11/2024		Cashbook	BINGO		72.00
8	26/11/2024		Cashbook	QUIZ		50.00
8	26/11/2024		Cashbook	JAZZ		20.00
8	26/11/2024		Cashbook	CAROL CONCERT		3.00
8	26/11/2024		Cashbook	QUIZ		19.00
8	26/11/2024		Cashbook	MAYORS BAG SALES		56.20
8	26/11/2024		Cashbook	TEA & COFFEE DONATIONS		5.39
8	28/11/2024		Cashbook	CAROL CONCERT		10.00
8	28/11/2024		Cashbook	JAZZ		5.00
8	28/11/2024		Cashbook	MAYORAL DONATION		75.00
8	29/11/2024		Cashbook	JAZZ		5.00
8	29/11/2024		Cashbook	CAROL CONCERT		1.00
8	29/11/2024		Cashbook	DONATION		10.00
8	29/11/2024		Cashbook	DONATION		10.00
8	29/11/2024		Cashbook	QUIZ RAFFLE		202.00
8	29/11/2024		Cashbook	CAROL CONCERT		2.00
9	02/12/2024		Cashbook	CAROL CONCERT		3.00
9	02/12/2024		Cashbook	MAYORS DONATION LIONS CLUB		1,000.00
9	03/12/2024		Cashbook	CAROL CONCERT		3.00
9	03/12/2024		Cashbook	CAROL CONCERT		3.00
9	03/12/2024		Cashbook	INPUT TWICE IN ERROR	3.00	
9	06/12/2024		Cashbook	JAZZ		5.00
9	10/12/2024		Cashbook	JAZZ		10.00
9	13/12/2024	BACS13	Cashbook	SALTDEAN JAZZ BAND	120.00	
9	13/12/2024		Cashbook	JAZZ		5.00
9	13/12/2024		Cashbook	JAZZ		10.00
9	15/12/2024		Cashbook	JAZZ		5.00
9	16/12/2024		Cashbook	JAZZ		5.00
9	17/12/2024		Cashbook	CAROL CONCERT		11.00
9	17/12/2024		Cashbook	BINGO		206.00
9	17/12/2024		Cashbook	BINGO RAFFLE		40.00
9	17/12/2024		Cashbook	CAROL CONCERT DONATIONS		130.00
9	17/12/2024		Cashbook	JAZZ		25.00
9	17/12/2024	JAZZ	Cashbook	JAZZ		10.00
9	17/12/2024		Cashbook	JAZZ		10.00
9	17/12/2024		Cashbook	JAZZ		20.00
9	31/12/2024		Cashbook	JAZZ RAFFLE		130.60
9	31/12/2024		Cashbook	JAZZA		45.00
9	31/12/2024		Cashbook	BOOK SALES		87.59

Account Mayor's Appeal

Account Totals

2,003.84

6,015.91

Centre

Net Balance Month 11

4,012.07



# Peacehaven Town Council

## Event Review Form

<b>Event:</b>	Armistice & Remembrance Day		
<b>Date of Event</b>	10/11/2024	<b>Date of meeting</b>	28/01/2025
<b>Committee</b>	Civic & Community Events	<b>Agenda Item</b>	CCE497
<b>Report Author(s)</b>	Civic, Governance & Support Officer		

### Summary of event

Each year PTC organise the Remembrance & Armistice Day services at the War memorial. Remembrance was held on Sunday 10th November and Armistice on Monday 11th November.

### Financial

#### Income

Click or tap here to enter text.

£0.00

#### Expenditure

Tea, Coffee and biscuits

Maroons

Wreath

Staff Paid Overtime X3 members of staff

Staff TOIL awarded - x4 hours for X9 members of staff each

£594.58

#### Total Surplus

£-594.58

#### Number of people at event

Approximately 70

#### Officers report

The services went well, positive feedback received. We took note from last years feedback and the grass was cut before the services and extra speakers were purchased so everyone attending could hear.

Officers received multiple thanks from The Royal British Legion

### **Councillor's report**

Disappointed by the lack of Councillor attendance

### **Climate change / sustainability factors**

Only a number of programmes were printed, and attendees were invited back to Community House for refreshments.

### **Social value/ impact factors**

It is important to hold these events for the community and to involve local schools and organisations.

### **What would we do differently if we ran the event again?**

To group the wreath layers together, ie The emergency services all together, uniformed youth groups etc

To arrange a quick catch up with the Reverend and RBL a few days before the service to run through the order of service, if felt needed.



# Peacehaven Town Council

## Event Review Form

<b>Event:</b>	Mayoral Pre-loved Bag, Purses & Scarf Sale		
<b>Date of Event</b>	13/12/2024	<b>Date of meeting</b>	28/01/2025
<b>Committee</b>	CCE	<b>Agenda Item</b>	CCE498
<b>Report Author(s)</b>	The Mayor of Peacehaven		

### Summary of event

Friday 22nd November 2024  
The Foyer, Community House, Meridian Centre, Peacehaven, BN10 8BB  
9am – 12pm

### Financial

Income	£56.20
Expenditure Click or tap here to enter text.	£0
<b>Total Surplus</b>	<b>£56.20</b>

<b>Number of people at event</b>	Click or tap here to enter text.
----------------------------------	----------------------------------

### Officers report

It went very well, the general public were very generous with their donations. All the left over items were donated to a local charity shop.

#### **Councillor's report**

This fundraiser worked well alongside the Friday market. The weather wasn't that good to bring visitors to the centre.

#### **Climate change / sustainability factors**

Second hand items

#### **Social value/ impact factors**

The event held a great social value especially for the time of year they were held, which encouraged residents to enjoy the festive season.

#### **What would we do differently if we ran the event again?**

More advertising could have been achieved to inform residents. I would certainly recommend running it again.

George Dyson  
Town Clerk

☎ (01273) 585493  
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,  
Meridian Way,  
Peacehaven,  
East Sussex,  
BN10 8BB.

<b>Committee:</b>	Civic & Community Events	<b>Agenda Item:</b>	CCE503
<b>Meeting date:</b>	28 <sup>th</sup> January 2025	<b>Authors:</b>	Town Clerk
<b>Subject:</b>	Retrospective Grant application		
<b>Purpose:</b>	To note		

**Recommendation(s):**

To retrospectively note a grant application.

**1. Background**

The Chair of Council made a successful grant application for funding from the Lions Club, of which £1000 has been received as a cheque to be added to the Mayor's Fund.

The applying for grants policy does not permit individual Councillors to make applications for grants, so Committee are asked to retrospectively agree to this application to bring it in line with section 3(iii) of the policy.

**2. Options for Council**

- a. To retrospectively agree to support this grant application.

**3. Reason for recommendation**

In line with policy.

**4. Expected benefits**

Money has been allocated to the Mayor's Fund which will be donated to support the SCDA Community Supermarket.



## 5. Implications

5.1 Legal	Local Government Act 1972 PTC Financial Regulations PTC Standing Orders PTC Applying for Grants Policy
5.2 Risks	Application of financial controls
5.3 Financial	£1000 received so far
5.4 Time scales	Retrospective
5.5 Stakeholders & Social Value	Support for Mayor's chosen charity
5.6 Contracts	Monies allocated as per conditions of grant
5.7 Climate & Sustainability	N/A
<b>5.8 Crime &amp; Disorder</b>	N/A
<b>5.9 Health &amp; Safety</b>	N/A
<b>5.10 Biodiversity</b>	N/A
<b>5.11 Privacy Impact</b>	As per policy
<b>5.12 Equality &amp; Diversity</b>	SCDA Community Supermarket is open to all Peacehaven Residents

## 6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

### 6.7 Which business plan item(s) does the recommendation relate to?

External Grant Applications  
Efficiency and sustainability of Town Council resources  
Inclusion

## 7. Appendices

Appendix A - Copy of Grant Application

Appendix B - Applying for Grants Policy



# NEWHAVEN, PEACEHAVEN AND SEAFORD LIONS CLUB

## Grant Application Form 2024

### Contact Details

Name of applicant: Cllr Debbie Donovan, Mayor of Peacehaven

Contact Name (if different)

Address: C/o Peacehaven Town Council

Email: Cllr.DebbieDonovan@peacehaventowncouncil.gov.uk

Telephone Number / Mobile Number: [REDACTED]

### About You.

**Briefly explain your circumstances and why you are applying for a grant.**

I am an elected councillor for Peacehaven Town Council. Since May this year I have taken the role of Mayor, which I am thoroughly enjoying. I was an officer at the council for 20 years and retired two years ago. The background of work gave me a clear knowledge of our local organisations and charities. So, when elected as the Chair of Council I knew exactly what charity I would be raising funds for.

For just over a year, I have been volunteering for the Peacehaven Community Supermarket, which is a pay as you feel facility open to residents who cannot afford to shop in the high street. I work each Thursday with around 25 other volunteers to deliver this service. **The Community Supermarket is the charity which I am supporting throughout my term in office.**

I organise events to raise funds and help promote the good work of this provision.

Last week we had 108 families access the facility at Peacehaven, which consisted of 84 children, we often have new signings each week; as you can imagine for this amount of people food supplies need to be continuous! I have helped to advertise for donations and to spread the word of this vital operation. I am involved in the Christmas Toy appeal organised by Peacehaven Town Council, where on 19<sup>th</sup> December we will be providing every child whose family accesses the community supermarket, with a Christmas gift – No child will go without this Christmas.

The residents we serve are always in high spirits though and appreciate the opportunity to access the facility, which is in the main hall of Community House, for some it's their only social gathering each week.

**If it's possible to give a donation to the Mayors Fund (for the Community Supermarket) it would be so much appreciated.**

An important project that I'm currently working on, is the refurbishment of our Meridian Monument. It is currently in a state of repair and the information board has corroded. This particular structure sits on the upper promenade on the Meridian Line. Alongside the refurbishment, I am also working on a publication by way of a Map which details a healthy walk in Peacehaven, and takes in various points of interest

along the route. Once published I would promote the 'Meridian Meander', to encourage more visitors to the town.

I would also like to mark the installation of the 3G pitch at our Peacehaven & Telscombe Football Ground, by planting a tree with a suitable plaque. It is currently taking shape and hopefully will be on target for its unveiling in March 2025. It would be a great way to record the date of the ceremony, and will form part of the town's history.

Lastly, around 12 years ago, the Lionesses very kindly sponsored our youth mayors' badge, which during every election has been passed down. My thoughts were to see if it was possible to put the badge into a similar setting as the Mayor's Consorts badge with a ribbon, to make it more prominent when representing the youth at functions with the Mayor.

Are you a Registered Charity? No

If Yes please supply your number:

Are you a commercial or non-profit making organisation? Non-Profit

Do you live in the Newhaven, Peacehaven and Seaford District? Yes

### **About the Grant**

Amount Requested: £4,000

Total Cost:

### **What is the grant to be used for?**

For all of the above, if possible please.

### **How will it benefit you or your family?**

It won't benefit my particular family but those who are registered with the Community Supermarket.

For the other items listed, it will be of benefit to and to preservation of the town's history, the residents and Civic purposes.

### **What other sources of funding have you applied for and what amount has been raised?**

Only my individual fundraising – The RFO can furnish you with the total raised so far, which is around £1800.

### **When is the grant needed?**

Before the end of March (if possible) please. The RFO at Peacehaven Town Council will supply the bank details: [financeofficer@peacehaventowncouncil.gov.uk](mailto:financeofficer@peacehaventowncouncil.gov.uk)

## Additional Information

Please give any additional information which you feel to be relevant to your application for a Lions grant.

Also please list any fundraising activities that you are engaged in to raise money for your cause/event/trip etc.

I try to fundraise every month for the benefit of the Peacehaven Community Supermarket.

We enjoyed a quiz night last Saturday, which was open to all residents. The following are the events I have coming up:-

I have further planned events in 2025.

Bingo, 11<sup>th</sup> December

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

An Afternoon of Jazz 18<sup>th</sup> December:

Youth Mayor, Karina, recently presented with the badge donated by the Lionesses.



Thank you very much indeed for your consideration.

**Declaration**

To be signed by the applicant: **Cllr Debbie Donovan, Mayor of Peacehaven**

I confirm that the information I have given on this application form is correct.

Signed: *Debbie Donovan*

Name: Deborah Donovan

Date: 27<sup>th</sup> November 2024

**For NPS Lions use only**

Date application received:

Decision:

Date of Decision:

Amount approved (if applicable):

Date approved (if applicable):

Cheque No:

Cheque Sent:

Date End of Grant Report and receipts received:

## Project cost breakdown

**Name of Organisation:**

[illegible]

TOTAL:		£4000
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# Peacehaven Town Council

## **Applying for Grants Policy**

### ***Contents***

1. Introduction
2. References
3. Routes to apply for grants
  - i. Underlying principles
  - ii. Council led applications
  - iii. Committee led applications
  - iv. Officer led applications
4. Monitoring the Policy
5. Records and reporting lines
6. Policy Review



## **1. Introduction**

Peacehaven Town Council is committed to maximising opportunities to obtain external grant funding to support projects, events, facilities, sustainability measures, and any other Council functions. Grant funding supports the delivery of services and improvements without the need for increases to the precept demand.

## **2. References**

Government Strategy for Grants Management

Local Government Act 1972

Local Government Act 2003

The Community Infrastructure Levy Regulations 2010

PTC Standing Orders & Financial Regulations

## **3. Routes to apply for grants**

### **i. Underlying principles**

Committees, Sub-Committees, or an Officer of the Council can discharge functions on behalf of the Council (Local Government Act 1972 s101). This provision does not extend to Councillors outside of a committee setting. Therefore, there are 3 ways in which grant applications can be progressed:

- Agreement at Full Council
- Agreement at a Committee or Sub-Committee
- By an Officer

Individual Councillors, or groups of Councillors outside of Committee settings cannot make applications.

However a grant application is progressed, Standing Orders, Financial Regulations, Terms of Reference, Scheme of Delegation, and any statutory provisions must be adhered to at all times.

The 3 ways to progress applications are detailed as follows:

### **ii. Council led applications**

At a meeting of Full Council, a resolution can be passed to apply for a grant.

Full Council can commit the Town Council to projects, match funding, and agree to enter into legal deeds as part of the grant funding in line with Standing Orders and Financial Regulations.

### **iii. Committee/ Sub-Committee led applications**

At a meeting of a Standing Committee, a resolution can be passed to apply for a grant.

The Committee can commit the Town Council to projects and match funding only if it is within the Committee budget and Committee Terms of Reference.

A Committee or Sub-Committee cannot agree to enter into any legal deeds as part of the grant funding. Committees can also only commit funding up to the thresholds in Financial Regulation 4.1.

Sub-Committees will need to refer to their individual Terms of Reference, but unless specifically stated a sub-committee usually does not have any financial authority.

iv. Officer led applications

Officers can make a grant application on behalf of Council under a delegated authority, however, cannot commit the Council to any match funding or agree to enter into any legal deeds.

#### **4. Monitoring the policy**

The implementation of this policy shall be monitored by Peacehaven Town Council's Policy & Finance Committee.

#### **5. Records and reporting lines**

Records shall be kept of all grants applied for and the outcomes of the applications in order to monitor the success rate of grant applications. This information shall be reported back to the Policy and Finance Committee.

#### **6. Policy Review**

This policy shall be reviewed 3-yearly or following any changes to legislation affecting the contents of this policy.

Policy adopted: 17<sup>th</sup> September 2024

Review Date: 16<sup>th</sup> September 2029



<b>Committee:</b>	CCE	<b>Agenda Item:</b>	CCE504
<b>Meeting date:</b>	28 <sup>th</sup> January 2025	<b>Authors:</b>	Cllr Sharkey
<b>Subject:</b>	ArtWave 2025		
<b>Purpose:</b>	To decide if PTC should host a venue again and, if so, where and the budget code.		

#### **Recommendation(s):**

For council to host a venue for the art festival at The Hub or at The Friendship Centre  
To form a TFG for the event (but we don't need to do this until around April time. )

### **1. Background**

Last September we hosted ArtWave in Peacehaven on 5 dates at the Friendship centre. As the report presented to the last CCE meeting, it was considered to be very successful. However, the Fridays were quieter than the Saturdays and so we have thought about using The Hub instead as this would enable us to open on Saturdays and Sundays. Telscombe have decided not to host again, so we could look there for artists as well.

The dates would be September the 6<sup>th</sup>, 7<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> of September.

#### Finances

Hire costs are £14 (reduced rate) an hour. If we open for 4 hours each day (11-4 or 1-5) plus an hour for set up and clear away that would be £420. With the £200 registration = £620. If we have 15 artists (we had 13 last year) and charged £50 again we would have £100 or so for printing etc.

If this is to be a PTC event, it is to be agreed which budget code the initial cost of the registration would come from.

The RFO has confirmed that PTC would not administer any sales as was carried out for the last ArtWave event. It has been suggested that an alternative could be the event is PTC supported, whereby a group of artists own the event and request a PTC grant in April for the registration fee and room hire.

### **2. Options for Council**

To decide to host Artwave again or not

To book The Hub for the relevant dates or consider booking The Friendship Centre again.

### **3. Reason for recommendation**

As mentioned above, the festival was a success last year. The Hub is available at weekends (although I've been told by the information officer that the Saturday times would have to be slightly later than I'd asked for due to a regular booking.)

Holding it at a PTC owned venue does make some aspects of the organisation slightly easier. The Hub is still quite close to bus routes and has parking. There is also a fair amount of footfall on both days for the cafe and park.

Although there is an initial outlay (£200?) to register with LDC, this cost is recouped by the artists who pay to exhibit.

#### 4. Expected benefits

It gives local artists the opportunity to showcase their work at a reasonable cost. It provides residents with a cultural experience that they'd normally have to travel elsewhere for.

#### 5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Artists fees cover any costs
5.4 Time scales	First 3 weekends in September. Registration for the festival opens in April
5.5 Stakeholders & Social Value	Local artists and interested residents
5.6 Contracts	
5.7 Climate & Sustainability	The venue is close to bus routes and within walking distance for many residents
5.8 Crime & Disorder	
5.9 Health & Safety	A risk assessment will be carried out.
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	The exhibition is non-curated. Anyone can apply and be accepted. The venue is accessible for wheelchairs.

#### 5. Values & priorities alignment

<b>Which of the Core Values does the recommendation demonstrate?</b>	
6.1 Empowering and supporting the community	Yes
6.2 Growing the economy sustainably	Yes
6.3 Helping children and young people	Possibly
6.4 Improving the quality of life for residents and visitors to Peacehaven	Yes
6.5 Supporting residents in need	
6.6 Valuing the environment	
<b>6.7 Which business plan item(s) does the recommendation relate to?</b>	
Promoting Peacehaven as a place to live and work	
Promoting use of The Hub	
Improve leisure facilities	

#### 6. Appendices

A – Pre Events Checklist

B – Event Costs

George Dyson  
Town Clerk

☎ (01273) 585493  
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,  
Meridian Way,  
Peacehaven,  
East Sussex,  
BN10 8BB.

## ArtWave 2025

### Event Planning Checklist

#### Pre-Planning Stage

Item	Date Completed	Completed by
Check availability of facilities/ equipment/ people to find a possible date	January	IS
Ensure event idea aligns with Council core values	January	IS
Write report with an outline plan for Committee to consider	January	IS
Produce a rough outline of the Income and Expenditure, including any hidden costs	January	IS
Determine the event type as either Community, PTC Supported, Civic, Mayoral or External (as per the CCE terms of reference)	January	IS

#### Committee Stage – Initial approval

Item	Date Completed	Completed by
Present report and idea for event to Committee for approval	January	IS
IF NECESSARY – form a TFG at Committee to develop plans	January	IS
Consider finance sources (which budget / grants)	January	IS

#### Planning Stage

Item	Date Completed	Completed by
Put together full event plan, including timings and resources		
Ensure all legal requirements, licences and relevant qualifications are in place		
Complete Health & Safety requirements for event in line with Purple Guide		
Complete Risk Assessment		
Implement required control measures identified on Risk Assessment		
Appoint people to necessary roles – Event Organiser/ First Aiders/ Fire Marshals/ etc		
Develop marketing plan for the event		
Write report with full event plan for Committee approval		
Engage relevant internal and external stakeholders		
Start the Item Checklist document*		

#### Committee Stage – final approval

Item	Date Completed	Completed by
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Present final event plan for Committee to note		
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### Implementation

Item	Date Completed	Completed by
Make & confirm any required bookings		
Liaise with Officers to progress required purchases		
Complete Event Plan file**		
Officer to review and approve event plan file		

### Event

Item	Date Completed	Completed by
Run the event in line with plan		

### Post Event

Item	Date Completed	Completed by
Complete event review report for presentation to Committee		

**\*Items Checklist** - This is a checklist of items to show the number of items to be organised/supplied/collected, i.e. litter pickers, high viz jackets, first aid kits, pens etc. This will be attached to this pre-events checklist, and be an ongoing document throughout the event (from planning to completion).

**\*\*Event Plan File** - This is to include all important and useful documentation (i.e. TENS licence, Fire safety, health and hygiene certificates, maps, attendees/invitees, invoices etc). The idea is that anyone fresh to the event would immediately have all the necessary event details to hand.

Event: ArtWave

Date: Sep-25

Expenditure

Item	Cost	Qty	Total
The Hub 30 hours hire @£14/hr	£420.00	1	£420.00
Registration Fee	£200.00	1	£200.00
Marketing (including printing)	£130.00	1	£130.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00

<b>TOTAL</b>		<b>£750.00</b>
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Income

Item	Cost	Qty	Total
15 artists @£50 each	£750.00	1	£750.00
			£0.00
			£0.00
			£0.00
			£0.00

<b>TOTAL</b>		<b>£750.00</b>
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Totals

<b>Surplus/Defecit</b>	<b>£0.00</b>
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# Peacehaven Town Council

## Event Review Form

<b>Event:</b>	CHILDRENS CHRISTMAS PARTY		
<b>Date of Event</b>	20/12/2024	<b>Date of meeting</b>	28/01/2025
<b>Committee</b>	CCE	<b>Agenda Item</b>	CC505
<b>Report Author(s)</b>	INFORMATION AND EVENTS OFFICER		

### Summary of event

The cce committee agreed to hold a childrens christmas party on Friday 20th December 2024 from 5-7pm. The event took place in the main hall and foyer, the event was for 80 children but only 70 tickets were sold. Jon Borthwick was the entertainer for the evening and entertained with games and dancing. Each child was given food which comprised of hotdog or a burger crisps and ice cream for pudding, with plenty of juice and water at hand.

Cllr A Harman and her friend were busy face painting, which was free of charge to each child

In the foyer were 3 tables full of crafty bits for everyone to use which was very popular

Special guest Father christmas made an appearance and helped to hand out the christmas presents and a bag of sweets and Mayor Cllr D Donovan and her consort, popped in to see the children.

### Financial

Income Sales of tickets 70 @£6.00	£420.00
Expenditure DJ JON BORTHWICK FESTIVE OUTFIT FACE MAKE UP FOOD AND ICE CREAMS SWEETS	£543.27
<b>Total Surplus</b>	<b>£-123.27</b>



<b>Number of people at event</b>	72
----------------------------------	----

<b>Officers report</b>
<p>Information, Community &amp; Facilities Officer; "The event went really well the children had an amazing time".</p> <p>The Information &amp; Events Officer would like to thank all the staff and volunteers for all their help with the event THANK YOU</p> <p>Responsible Financial Officer; There was a loss on this event this time but this was mainly due to a new festive outfit being purchased to replace a very old one.</p>

<b>Councillor's report</b>
<p>The children seemed to enjoy every aspect of the event, albeit rather haphazard with them running about!</p>

<b>Climate change / sustainability factors</b>
<p>Click or tap here to enter text.</p>

<b>Social value/ impact factors</b>
<p>An event to bring the community together in a positive way.</p>

<b>What would we do differently if we ran the event again?</b>
<p>Maybe do something different</p>



# Peacehaven Town Council

## Event Review Form

<b>Event:</b>	CAROL CONCERT		
<b>Date of Event</b>	13/12/2024	<b>Date of meeting</b>	28/01/2025
<b>Committee</b>	CCE	<b>Agenda Item</b>	CCE506
<b>Report Author(s)</b>	INFORMATION AND EVENTS OFFICER		

### Summary of event

The cce committee agreed to hold a Carol Concert on Friday 13th December 2024 from 4-6pm. The event took place in the main hall and foyer, this was held for the residents and all proceeds went to the mayors appeal. Jon Borthwick was the compare for the evening with 4 churches invited to read a verse from the Bible which was Luke 2 1-21. This year there were 3 soloist bell ringers and one local school Telscombe Cliff Academy, who all were amazing. Peacehaven Evangelical church served the refreshments, mince pies and biscuits. The Mayor invited dignitaries to join her.

### Financial

Income	
Ticket sale £1.00	£69.00
Expenditure	
Tea and coffee	£15.00
<b>Total Surplus</b>	<b>£54.00</b>

<b>Number of people at event</b>	69
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**Officers report**

It was a lovely evening everyone joined in with the hymns

I would like to thank all the staff and volunteers for all their help with the event THANK YOU

**Councillor's report**

I enjoyed the participation of all churches and residents. Plans need to be in place much earlier to ensure schools participate in this community concert. The Town Crier needs to be fully briefed on his role for this event as there were a few hiccups!

**Climate change / sustainability factors**

Click or tap here to enter text.

**Social value/ impact factors**

The event brought the community and various local organisations together in a positive way.

**What would we do differently if we ran the event again?**

Possibly have carols at the Memorial park



# Peacehaven Town Council

## Event Review Form

<b>Event:</b>	JAZZ AFTERNOON		
<b>Date of Event</b>	18/12/2024	<b>Date of meeting</b>	28/01/2025
<b>Committee</b>	CCE	<b>Agenda Item</b>	CCE507
<b>Report Author(s)</b>	INFORMATION AND EVENTS OFFICER		

### Summary of event

The cce committee agreed to hold a mayors jazz afternoon. This was held in the main Hall from 2-4pm, The Saltdean Jazz Band was hired to play 2 sets to entertain the residents. 59 tickets were sold.  
PTC supplied plenty of tea and coffee and plenty of cakes for everyone to eat.  
The mayor put on a large raffle for the residents, for raising funds for her charity

### Financial

Income Sales of tickets	£295.00 and £130.00
Raffle money raised	
Expenditure Jazz band Cakes Tea and coffee	£151.63
<b>Total Surplus</b>	<b>£273.37</b>

<b>Number of people at event</b>	59
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### Officers report

The event was a huge success everyone had a great time, 90% of the cakes were eaten and the surplus went to the foodbank .

The Information and Events Officer would like to thank everyone for all their help with the event THANK YOU

### **Councillor's report**

Although only 49 tickets were sold, those who attended thoroughly enjoyed the music, by the Saltdean Jazz Band and actually asked if there would be other opportunities to attend these type of sessions.

The raffle raised over £130 for the mayors charity.

### **Climate change / sustainability factors**

### **Social value/ impact factors**

Click or tap here to enter text.

### **What would we do differently if we ran the event again?**

# Civic & Community Events Committee

## CCE508 Business Plan

Project	Isolation		
Description	Develop the community space, increase community coffee mornings, and support local groups running community activities where necessary		
Target Completion	December 2024	Current Position	Some coffee mornings
Resource Allocation	Persons to run the community space, printing, officer time, and use of rooms in Community House		
Measure of Success	Amount of people using Community House and attending events		

Project	The Meridian Meander		
Description	Promote the Meridian Meander, with the benefits of healthy lifestyle, recognising local heritage, enjoyment of nature, and encouraging tourism to the town		
Target Completion	2025	Current Position	TFG Active
Resource Allocation	Councillor and Officer time		
Measure of Success	Demand for Meridian Meander leaflets, monitoring of website traffic via proposed QR codes		



# Civic & Community Events Committee

Project	Contact with the Chamber of Commerce		
Description	Representatives from Peacehaven Town Council attending Chamber of Commerce meetings, regular updates from the Chamber and joint projects with the Chamber		
Target Completion	2025	Current Position	Outside body reps in place.
Resource Allocation	Officer and Councillor time, cost of breakfast meetings		
Measure of Success	Survey of local businesses and annual review meetings with the Chamber of Commerce		

Project	Closer working with Schools & Nurseries		
Description	Continue developing the role of the Youth Mayor and School/ Nursery projects. Collaborate with the School Council, and provide work experience placements		
Target Completion	2026	Current Position	In progress
Resource Allocation	Officer time		
Measure of Success	Lines of Communication in place with Schools and Nurseries		





# Peacehaven Town Council

**Agenda Item:** CCE510  
**Committee:** Civic and Community Events  
**Date:** 28<sup>TH</sup> January 2025

**Title:** Committee Events Calendar  
**Purpose of Report:** To Inform

2025 Agreed Events					
Event	Agreed Date of Event	Agreed Event Type (PTC/Mayoral/Civic/PTC Supported)	Event Details	Responsible Person(s)	Agenda Item and Date when event was agreed
Bingo	Monthly (last one April) 12 Feb 12 March 9 April	Mayoral	-	Run by Mayor's volunteers	
Quiz	Monthly (last one April) 8 Feb 5 April	Mayoral	-	Run by Mayor's volunteers	
Welcome Café	Each Monday up till 31 <sup>st</sup> March	PTC			
Line and Barn Dance	Saturday 1st March 7.30pm – 10.00pm	Mayoral	As per report at CCE464	Run by Mayor's volunteers	10th September 2024 CCE464
Easter Craft Fair	29 <sup>th</sup> March 11am – 4pm	Mayoral	As per report CCE481		12 <sup>th</sup> November 2024 CCE481
Mayoral Reception	10 May	Civic	Murder mystery. TBC from TFG on 22 <sup>nd</sup> Jan	TBC	TBC
Summer Fair	12 July	PTC	Centenary Park	Information Officer	
Remembrance	Sun 9 Nov	Civic	Memorial Park	TBC	TBC
Armistice Day	Tues 11 Nov				



<b>2025 Events not yet agreed</b>				
<b>Event</b>	<b>Proposed Date of Event</b>	<b>Proposed Event Type (PTC/Mayoral/Civic/PTC Supported)</b>	<b>Event Details</b>	<b>Proposed Responsible Person(s)</b>
Children's Craft	Monday 17 <sup>th</sup> February	PTC	Ties in with the Welcome Café	CLlr Veck
International Women's Day	Sat 8 March 2025	TBC	Mayoral request to mark this day (Flag raise?)	TBC
Commonwealth Day	Mon 10 March	Civic	Mayoral request to mark this day (Flag raise?)	TBC
Welcome Café	Every Monday morning	PTC	A affordable place to meet, and have refreshments.	TBC
VE Day 80	8 May	Civic	TBC from TFG on 22 <sup>nd</sup> Jan	TBC
Halloween	To decide if required	TBC	Idea suggestions welcome	TBC
ArtWave	Sept 6,7,13,14,20,21	PTC Supported	As per report	TBC
Carol Concert	Fri 12 Dec	TBC	This could be classed as the Winter Event as per the Mayor's Handbook) Location suggestions: Hall or Memorial	TBC
Children's Christmas Party	To decide if required	TBC	Idea suggestion: combine with a local pantomime?	TBC



# Peacehaven Town Council

**Agenda Item:** CCE512  
**Committee:** Civic and Community Events  
**Date:** 28<sup>TH</sup> January 2025

**Title:** Committee Action Plan  
**Purpose of Report:** To Inform

General Action Plan					
Start Date	Projected End Date	Task	Action	Responsible Person(s)	Update
November 2023	End of 2024/25 Mayoral term	Meridian Walk	To promote the Meridian Walk	CCE Committee	Several Councillors have been on the walk and taken photos as a first step towards this.
November 2024	29 April 2025	Event Sales	PR to look into using EventBrite and such platforms, and advertising at the gateway café, Sainsburys, and to ramp up leaflet dropping.	PR Officer	A summary will be made at CCE 29 April 2025.
	Ongoing	To hold a biennial Summer Fair	To promote the town	CCE	Underway
January 2025	Ongoing	Updated list of the Mayor's volunteers	To include the updated list of the Mayor's volunteers at each CCE	Chair of CCE	Will be on the next CCE agenda