

George Dyson
Town Clerk

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

Councillors on this Committee:

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

19th June 2024

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 25th June 2024 commencing at 7.30pm

A handwritten signature in black ink, appearing to read "Dyson", with a long horizontal flourish extending to the right.

**George Dyson
Town Clerk**

A G E N D A

- 1. CCE431 CHAIRMAN'S ANNOUNCEMENTS**
- 2. CCE432 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. CCE433 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**
- 4. CCE434 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**
- 5. CCE435 TO ELECT A VICE CHAIR OF THIS COMMITTEE**
- 6. CCE436 TO ADOPT THE MEETING MINUTES OF 16TH APRIL 2024**
- 7. CCE437 TO NOTE THE BUDGETARY UPDATE**
- 8. CCE438 TO AGREE TO THE RECOMMENDATION IN THE COUNCIL COMMUNICATION SUPPORT REPORT**
- 9. CCE439 TO NOTE THE D-DAY 80 REVIEW**
- 10. CCE440 TO NOTE THE TOWARDS ZERO CARBON (CLIMATE FAIR) REPORT**
- 11. CCE441 TO NOTE THE UKRAINIAN CULTURE EVENT REVIEW**

- 12. CCE442 TO NOTE THE RECYCLED FASHION SHOW REPORT**
- 13. CCE443 TO NOTE THE ARTWAVE EVENT REPORT**
- 14. CCE444 TO DISCUSS AND DECIDE THE RECOMMENDATIONS IN THE MAYORAL FUND-RAISING EVENTS REPORT**
- 15. CCE445 TO CALL AND AGREE THE MAYOR'S VOLUNTEERS**
- 16. CCE446 TO AGREE THE USE OF A PRE-EVENTS CHECKLIST**
- 17. CCE447 TO NOTE THE EVENTS CALENDAR DATES AND SET UP A HALLOWEEN TFG**
- 18. CCE448 TO NOTE THE COMPLAINTS LOG**
- 19. CCE449 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 10th SEPTEMBER 2024**

Detailed Income & Expenditure by Budget Heading 14/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Civic Events							
1358 D-Day Grant	55	0	(55)			0.0%	
Civic Events :- Income	55	0	(55)				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	1,025	0	(1,025)		(1,025)	0.0%	1,025
Civic Events :- Direct Expenditure	1,025	1,500	475	0	475	68.4%	1,025
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	40	1,200	1,160		1,160	3.3%	
4336 Civic Service	0	500	500		500	0.0%	
4338 Remembrance Services	55	1,000	945		945	5.5%	
4339 National Mourning	0	500	500		500	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	95	6,650	6,555	0	6,555	1.4%	0
Net Income over Expenditure	(1,065)	(8,150)	(7,085)				
6000 plus Transfer from EMR	1,025						
Movement to/(from) Gen Reserve	(40)						
120 Marketing							
1048 E-News Advertising	0	100	100			0.0%	
1049 Banner Board	1,000	1,500	500			66.7%	
1051 A1 Boards	150	0	(150)			0.0%	
1301 Filming	480	1,000	520			48.0%	
Marketing :- Income	1,630	2,600	970			62.7%	0
4352 Annual Report	84	100	16		16	84.2%	
Marketing :- Direct Expenditure	84	100	16	0	16	84.2%	0
4306 Printing	0	300	300		300	0.0%	
4328 Website	0	2,000	2,000		2,000	0.0%	
4329 Advertising	0	500	500		500	0.0%	
4360 Art Wave 2024	200	0	(200)		(200)	0.0%	
4502 Events	21	500	479		479	4.2%	21
Marketing :- Indirect Expenditure	221	3,300	3,079	0	3,079	6.7%	21
Net Income over Expenditure	1,325	(800)	(2,125)				
6000 plus Transfer from EMR	21						
Movement to/(from) Gen Reserve	1,346						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,685	2,600	915			64.8%	
Expenditure	1,426	11,550	10,124	0	10,124	12.3%	
Net Income over Expenditure	259	(8,950)	(9,209)				
plus Transfer from EMR	1,046						
Movement to/(from) Gen Reserve	1,306						

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Committee:	CCE	Agenda Item:	CCE438
Meeting date:	25 th June 2024	Authors:	Meetings & Projects Officer
Subject:	Council Communications Support Report		
Purpose:	To agree to the recommendation in the report		

Recommendation(s):

To allow the new Public Relations Officer to review this topic, and then inform and support the TFG and move it forward.

1. Background

The Council Communications Support TFG was set up at CCE 390 on 16th January 2024 to review the PTC website and help with E News.

The TFG have not yet met, and Cllr Donovan has subsequently asked to be removed from this TFG.

A similar E-News TFG was set up on 27th February 2024 (CCE406), and in their detailed research report into the item to CCE Committee on 16th April 2024 (CCE423) it was agreed to close the E-News TFG and reopen a new TFG when the new Public Relations Officer is in post.

2. Options for Council

This area could be reviewed by the new Public Relations Officer when in post, and once settled into the role could progress this TFG.

3. Reason for recommendation

To enable a review of the Council Communication by the new Public Relations Officer, and to help support the TFG.

4. Expected benefits

a. The community

Improved communications to all.

b. The environment

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	Beginning of July 2024 onwards
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices



Peacehaven Town Council

Event Review Form

Event:	D day 80		
Date of Event	07/06/2024	Date of meeting	25/06/2024
Committee	Civic & Community Events	Agenda Item	CCE439
Report Author(s)	Aimee Harman / David seabrook		

Summary of event

This event was to commemorate the 80th anniversary of the D-Day landings that changed the course of the Second World War. It was an opportunity to honour bravery and sacrifice of the soldiers who participated in the D-Day landings.

Many of those veterans are now in their 90s or older, so it was an opportunity to reflect on the costs of war and the value of peace this Event in Peacehaven was part of an international series of events.

Financial

Income Grant from SCDA £2, 554.40 Gateway café £55.00 Chamber of commerce £110	£2,719.40
Expenditure Amazon - Lantern craft items £297.92 Temporary Event Licence £21.00 Portaloos £240.00 Wreaths £55.00 Flagpole £236.50 Flag £30.00 Event First Aid £175.00 Lanterns £90.84 Army Tank £50.00 Story Teller £250.00 Room Hire £63.00 Printing £72.50 Staff Time £400.00 Refreshments £15.88	£1, 997.64

Total Surplus	£721.26

Number of people at event	70-100
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Officers report
<p>The morning event attracted a number of people of all ages, nursery and school pupils and media representatives. The event was moving, with dignitaries laying wreaths, speeches from the Chair of the RBL and the Mayor of Peacehaven, and poems written and presented by PCS pupils. It would have been useful to have had someone to adjust the microphone height to allow all attendees to hear everything, to have had a few chairs available, and for LDC to have been contacted to cut the grass. There has since been a comment via social media about the event, as per the complaints log, which could also be useful as reference for future events.</p> <p>The evening event</p> <p>The parks officer arranged with the TFG to stay with the gazebos and chairs until the event organiser and volunteers arrived, this was scheduled to be at 4.45pm with car movements starting at 5pm. Unfortunately no one turned up and only when the mayor turned up at 5.30pm was he allowed to leave as he had a previously arranged appointment to attend. By then there had been many vehicle movements on the field, which were meant to have been marshalled as per the risk assessment.</p> <p>Fortunately the event was a safe one, but this was not because of good marshalling and risk management, but by luck. This should not happen again, one person cannot man the gates and ferry the cars safely onto the field (that was why there was a risk assessment carried out).</p>

Councillor's report
<p>Both events on D-Day were a success despite the change in weather during the evening. We all worked very well together as a team and felt we achieved our goal of acknowledging D-Day in our community however many people turned up. The mayor would like to say a special thank you to all involved in this project from foundation to delivery.</p>

Climate change / sustainability factors
<p>A gas beacon was used, it would have created carbon dioxide. We offset these emissions by using it in our outdoor space to save emissions from lighting.</p> <p>There was a diesel powered noisy ice cream van which may not have been needed, especially as the café had ice cream for sale.</p>

Social value/ impact factors
<p>The story telling about the true D-Day stories, was very educational and interesting as it attracted a lot of people into the tent, and gave an opportunity to hear how D Day affected many lives through personal stories. The storyteller was very interactive with the audience, and it kept them warm in the tent while it was quite cold outside, it worked well as a lead up to lighting the beacon timing.</p> <p>The hand massage tent was very busy as a free activity, it was very well received creating a nice calm atmosphere with lovely aromas wafting from the oils they were using.</p>

What would we do differently if we ran the event again?
<p>We would improve the advertising and do it sooner, as many residents were unaware of the event. It needed larger eye catching posters in shop windows and in the café where it was being held.</p> <p>We will learn by our mistakes from this event and ensure first aiders, risk assessments and advertising are calculated into the event plan right from the start of organising any future events.</p>



Committee:	Civic & Community Events	Agenda Item:	CCE440
Meeting date:	25 th June 2024	Authors:	David Seabrook
Subject:	Towards Zero Carbon Peacehaven (Climate Fair) Report		
Purpose:	To Note		

Recommendation(s):**To Note report****1. Background**

In accordance with the Council's Climate Resolution, A climate fair has been arranged for July 13th 2024 in Centenary Park. It will be open to the public between 11am and 3pm. A wide range of business and community groups have been invited that cover the entire range of climate related issues including energy, transport, housing, wildlife, waste, water and wellbeing. It is anticipated that there will be up to sixty stalls and between 500 and 1000 visitors.

A free bus service has been arranged that will collect visitors from Telscombe Cliffs and Peacehaven and bring them to the park. Timetables and the route will be published in advance. The event is intended to be a car free event as worked successfully at the last summer fair. Active travel and public transport will be promoted. Dr Bike will be at the event together with a range of adaptive and cargo bikes. Parking will be available for Blue Badge holders and stall holders. We are still sourcing marshals to manage the car parking.

Funding has been provided primarily by Ouse Valley Climate Action, £2500 and the residue from the previous climate fair that was provided by Rampion. It is anticipated that costs will be less than the funding available.

In order to raise Peacehaven's profile in leading on climate action, the Mayors of other local towns have been invited. Publicity will be stepped up around 10th June with posters around the town and on social media and daily posts in the last week to keep the event at the top of news feeds. The event is being advertised in the Peacehaven Directory and on Seahaven FM. A banner will appear on the Dell two weeks before the event.

Additional toilets, including an accessible one, are being provided by Sussex Toilets. The TENS licence for the event has been received. A risk assessment is in place and is with the Town Clerk for approval. Refreshments will be provided by Gateway Café and hopefully a vegan food truck. First aid provision including an ambulance is being provided by Sussex Ambulances. Additional litter and recycling bins will be provided although it is not anticipated that there will be a lot of waste from the event. The event is Single Use Plastic Free in accordance with Town Council Policy.

There will be a "Talk Tent" with presentations by Lewes District Council's Environment First team, One Zero energy company and some lunchtime entertainment from a local acoustic band. Further speakers to be announced. Peacehaven Community School will have a significant contribution by their ECO Group.

Volunteers are required to assist on the day, both before, during and after the event. All volunteers need to complete an up to date volunteer form.

The previous event three years ago was very successful and we hope to build on this.

2. Options for Council

To note report and to volunteer to assist on the day.

3. Reason for recommendation

To note report

4. Expected benefits

a. The community

Raising awareness and education about climate change and what individuals can do to help mitigate the effects. There is also the potential to save money in a cost of living crisis; representatives from both OVESCO and BHESCO will be present.

b. The environment

Improved awareness will feed into an improved environment.

c. Other

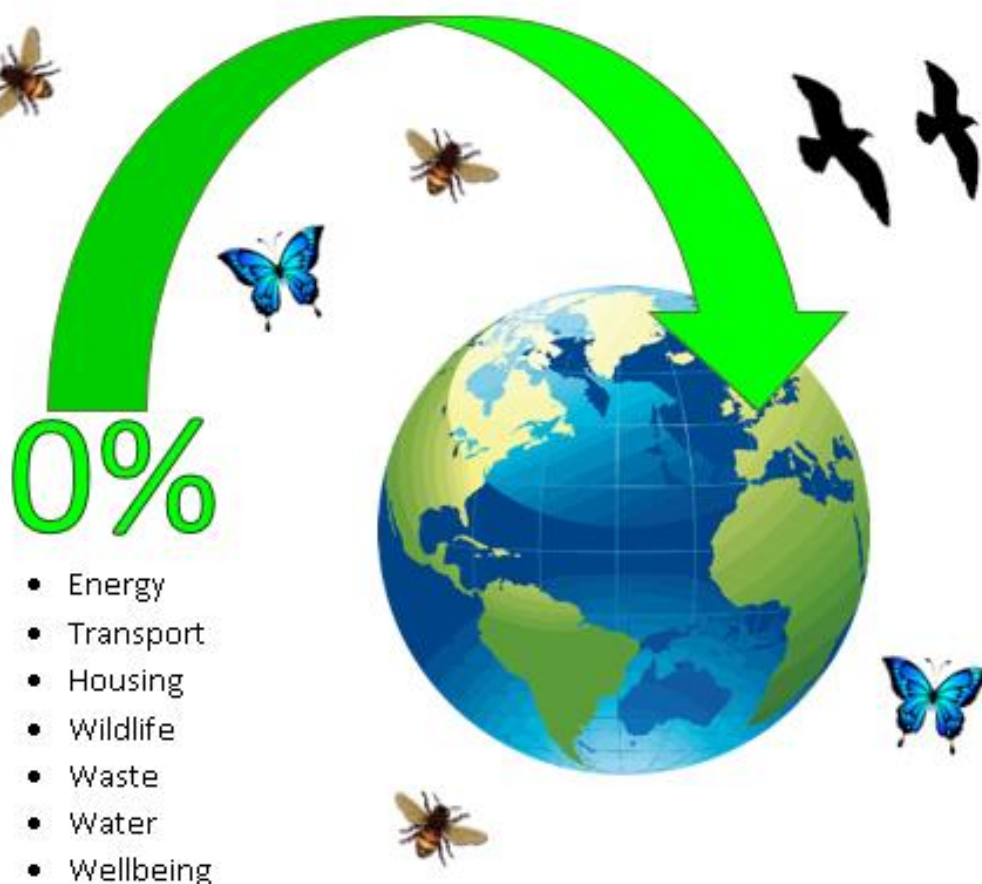
There is no cost to the Council for this event.

5. Implications

5.1 Legal	Heath and Safety Legislation, Safeguarding, Licensing , GDPR
5.2 Risks	Risk assessment in place that mitigates all identified risks and reduces them to Low Risk by putting appropriate measures in place.
5.3 Financial	Funding from OVCA and Rampion. It is anticipated that final costs will be less than the funding made available. This event is at no cost to the Council. Staff overtime for erecting and dismantling of marquees is included in the budget
5.4 Time scales	13 th July 2024
5.5 Stakeholders & Social Value	Increased awareness of climate change issues and sustainability.
5.6 Contracts	Contracts are in place with key suppliers.
5.7 Climate & Sustainability	This event aims to increase awareness of climate change and sustainability and what individuals can do about it.
5.8 Crime & Disorder	See risk assessment. Sussex police are aware of the event.
5.9 Health & Safety	See risk assessment
5.10 Biodiversity	Hopefully increased awareness will feed into actions that improve biodiversity. There will be opportunities for residents to engage with local community groups.
5.11 Privacy Impact	GDPR will be followed.
5.12 Equality & Diversity	The event is fully accessible. Unfortunately, the mini bus is not.



Towards Zero Carbon Peacehaven



Saturday July 13th 11am to 3pm at
Centenary Park, Piddinghoe Avenue, Peacehaven
Find out what you can do about Climate Change
YOUR PLANET NEEDS YOU, THERE IS NO PLANET B
This is a car free event - **free** bus around the town

Tel 01273 585493 or info@peacehaventowncouncil.gov.uk for more information





Peacehaven Town Council

Event Review Form

Event:	Ukrainian Cultural Evening		
Date of Event	18/05/2024	Date of meeting	25/06/2024
Committee	Civic & Community Events	Agenda Item	CCE441
Report Author(s)	David Seabrook		

Summary of event

This was a cultural evening arranged by the Ukrainian community at Community House. It included Ukrainian food, costumes, music and dancing. The event was attended by around 50 people. Everyone I have spoken to thought it was a fantastic evening. It was a free to attend event but donations were encouraged.

Financial

Income The Ukrainian Community were fund raising for their own causes.	£0
Expenditure The hire of the hall was paid for by a grants committee grant. All other expenses were met by the Ukrainian Community.	£0
Total Surplus	£0

Number of people at event	Approx 60
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Officers report

The event was vibrant and engaging, where Ukrainian culture and traditions were explored. Guests had the opportunity to purchase beautifully handmade items, and enjoy delicious Ukrainian homemade food. There was also the opportunity to learn traditional Ukrainian dances, or simply to enjoy the live music and various entertainment. It was a wonderful event, and hopefully with advertising increased there will be more guests to enjoy the next event.

Councillor's report

This event was very poorly advertised. No posters were posted around the town, there was no information on Town Council notice boards. The only advertising was occasionally on facebook. Very few people knew the event was happening. Only two Councillors attended. Thanks go to Zoe Polydorou for helping out with the organisation and communication.

Climate change / sustainability factors

The Council's single use plastic policy was followed.

Social value/ impact factors

Greater understanding by a few residents of the Ukrainian Culture.

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

Advertise it properly and for the Council to take ownership of the event. They would like to repeat the event in the future subject to funding being made available. It has been suggested to them that they should apply for a grant from the Council in September.

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Committee:	CCE	Agenda Item:	CCE442
Meeting date:	25 th June 2024	Authors:	TFG
Subject:	The Recycled Fashion Show		
Purpose:	To agree the event name change and update Committee on progress		

Recommendation(s):

To agree the event name change to The Sustainable Fashion Show
To note the report

1. Background

The idea for a fashion show was agreed when it was thought the climate fair wasn't going to happen, but we agreed to go ahead with it anyway.

The event will be on the 18th of October in the main hall at Community House. The exact 'shape' of the event is still being worked on. We hope to have some refreshments and possibility 'sustainable' food as well as some recycled artwork on display and a clothes swap.

We have been working closely with PCS on this, and Cllr Sharkey is running workshops with some students there (the first one is on the 21st of June), then there will be some in their enrichment week and possibly some in September as well.

We are approaching OVCA for a grant, and plan to ask for donations of clothes and material on social media.

We may also ask primary schools if they are interested in contributing and the wider community as well.

There is still quite a lot to do, but we are meeting and talking regularly and will report again at the next meeting.

Any volunteers welcome, whether to help on the evening, to make an item of upcycled clothing or as a model!

2. Options for Council

To note the progress of the TFG

3. Reason for recommendation

This is an event that will promote sustainable clothing and involve young people.

4. Expected benefits

Young people learning about sustainable clothing and sewing skills. Others may also be involved and obviously attend the show.

a. The community

b. The environment

To reduce the impact of throw-away fashion.

c. Other

5. Implications

5.1 Legal	
5.2 Risks	A risk assessment will be produced.
5.3 Financial	Grant to cover costs of materials
5.4 Time scales	Now to October 18 th
5.5 Stakeholders & Social Value	PCS and other groups
5.6 Contracts	
5.7 Climate & Sustainability	As above
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

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Committee:	CCE	Agenda Item:	CCE443
Meeting date:	25 th June 2024	Authors:	TFG
Subject:	ArtWave Event		
Purpose:	To note progress		

Recommendation(s):

To note the progress of the TFG on organising the art exhibition

1. Background

For the first time, PTC are hosting this Lewes District organised, non-curated art exhibition. It will be held at the Friendship Centre on the South Coast Road in September. (the 7th, 13th, 14th, 20th and 21st)

Of the 19 spaces available, we so far have 15 artists who have committed, with another 3 possible. Two of the three possibles are children and we haven't yet met to discuss whether we want this.

The main costs are the hiring of the hall (£375), registration with LDC (£200) and flyers to advertise the exhibition. These will be covered by the artists so the exact amount they will pay will be known once we have the final number. The cut-off date is at the end of June.

The council's Public Liability insurance covers this event.

Once we have all the artists we will hold a meeting; partly just to meet them but also to work out what space each will have.

So far, the adverts on the PTC page have been to get artists to join; we will then move on to advertising the event for residents. It is a family friendly event, and Cllrs Harman and Sharkey are planning to run some workshops at the event.

We need to have a councillor there at all times, so we hope others will consider volunteering some of their time for this.

We haven't yet completed a risk assessment form, but we have discussed some possible issues and will do this soon.

2. Options for Council

To note this report and ask any questions.

3. Reason for recommendation

To let committee members know how things are progressing

4. Expected benefits

a. The community

This event will support local artists and provide a new cultural experience for local residents

b. The environment

- We will ensure that use of single use plastics is minimised and that we provide recycling.
- The venue is more central than CH and on a bus route.

c. Other

5. Implications

5.1 Legal	
5.2 Risks	A risk assessment will be produced
5.3 Financial	No costs to the council as these are being met by artists and we hope to make some money from the refreshments
5.4 Time scales	September 7th-21 st
5.5 Stakeholders & Social Value	Local artists showcasing their work
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	Open to any artist who applies

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Committee:	CCE	Agenda Item:	CCE444
Meeting date:	25 TH June	Authors:	Cllr Donovan
Subject:	To approve the Mayor's fundraising events		
Purpose:	To approve dates, to enable these events to be organised		

Recommendation(s):

To agree the Mayor's list of fundraising events to enable her to fundraise for her charity. No TFG's are required. These events are extra to the normal fixed Civic Events, which are organised by the council staff.

1. Background

The Mayor of Peacehaven's chosen charity is the Peacehaven Community Supermarket. The reason for organising fundraising events is to raise much needed funds to support the charity throughout the mayoral term.

The Mayor has researched a number of events to support her charity; all dates have been checked and are available. The events will be organised and run by her team of volunteers, who will complete a volunteer's form each.

The Mayor's Volunteers are as follows:-

Cllrs: Seabrook, Gordon-Garrett, Sharkey, Gallagher, Studd, Ashby-Parkin, Cathy Norcot-Jones, Rose & Malc Prust, Jerry & Babs, Jo Szalay, Lin Eager, Rhiannon Donovan, Alison Standing.

No extra commitment to office staff, other than what has been done in the past. We may need to ask advice but don't expect staff to run or organise the events.

QUIZ NIGHTS

To be organised by the Mayor & Volunteers.

Dates: 19th July, 20th September and 23rd November.

The July and September dates to be held in the Anzac room and the November evening in the Main Hall. Room hire free of charge.

Expected benefits: The community	Social evening
Expected benefits: The environment	Bringing Peacehaven together
Expected benefits: Other	Raise funds
Event Specific Details: Purpose of the event	To raise funds for the Mayor's charity!

How will the event be funded	Self funded
What resources are needed	Tickets to be managed by the Information Officer - £5 per person. 8 tables of 8.
Officer time required	Within normal working hours to sell tickets
Timescale to organise event	Volunteers & Mayor will organise the event, to run from 6.30pm – 9.30pm. Raffle & winners prizes to be sourced by Mayor with a roll over float.
Marketing information	What digital marketing will be required? The Mayor will design a poster/flyer– office to schedule advertising for social media platforms
What physical/ print marketing will be required?	Flyers to advertise the event (same as bingo/cinema) & to be included in the e-News and Peacehaven Directory
What key information will need to be on the event poster?	The Mayor will design the event poster
What organisation logos need to be on the marketing?	PTC logo
When will the marketing need to begin?	Three weeks before the event to enable ticket sales
Other	Risk assessment will be carried out

YOUTH MAYOR'S GALA DINNER

The gala dinner will be an end of term event for the Youth Mayor, which will highlight her role. The dinner is planned for on 4th October, 6.30pm – 9.30pm, to include a raffle – with the proceeds of ticket sales to the Mayor's Charity.

The role of the youth mayor has not been supported over the past three years.

I would work with the Youth Mayor to mainly promote this event to the business sector it will highlight a better understanding of what the youth mayor role entails. The anticipated Careers/business event which I would like to deliver in early 2025 will be advertised at this event and promoted by the chamber of commerce.

The Mayor's Volunteers will arrange the catering for a 3 course dinner; the food will be sourced from the Community Supermarket & prepared & cooked on site. The youth mayor will provide waiters and entertainment.

Tickets will be sold mainly to our local businesses at a suggested cost of £20.

Expected benefits: The community	Social evening
Expected benefits: The environment	Bringing Peacehaven together
Expected benefits: Other	Raise funds
Event Specific Details: Purpose of the event	To raise awareness and promote the role of the Youth Mayor
How will the event be funded	Self funded

What resources are needed	The use of the PTC kitchen and Anzac Room (hidden costs)
Officer time required	To manage & sell tickets from the Information Office – within normal office hours
Timescale to organise event	Two months – menu to be decided. Suggested event to start 7.00pm – 9.30pm
Marketing information	Posters/Flyers – E-News & Peacehaven Directory
What physical/ print marketing will be required?	Same as bingo, quiz & cinema
What key information will need to be on the event poster?	Mayor will design a poster/flyer
What organisation logos need to be on the marketing?	PTC
When will the marketing need to begin?	Two months before the event
Other	Risk assessment will be carried out

2. Options for Council

To agree the Mayor's list of fundraising events to enable her to fundraise for her charity. No TFG's are required.

These events are extra to the normal fixed Civic Events, which are organised by the council staff.

3. Reason for recommendation

To raise funds throughout the year as required.

4. Implications

5.1 Legal	As per Mayor's handbook
5.2 Risks	
5.3 Financial	Self-funding
5.4 Time scales	
5.5 Stakeholders & Social Value	To support the Peacehaven Community Supermarket – The Mayor's Charity
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

5. Appendices

Appendix A – Mayor's List of Fundraising Events for Approval

CCE444 - APPENDIX A

Proposed fundraising events for the Mayoral 2024/2025 term

Item	Event	Date /Year	Year	Time	Location	Details	Volunteers / Staff
To be agreed (Proposed fundraising events for the Mayoral term)	Bingo	17 th July (and every month)	2024	2pm-4pm	Anzac Room		Volunteers & Staff
To be agreed (Proposed fundraising events for the Mayoral term)	Quiz	Friday 19th July	2024	6:30pm – 9:30pm	Anzac Room		Volunteers
To be agreed (Proposed fundraising events for the Mayoral term)	Quiz	Friday 20th September	2024	6:30pm – 9:30pm	Anzac Room		Volunteers
To be agreed (Proposed fundraising events for the Mayoral term)	Youth Mayor's Gala Dinner	4th October	2024	7pm – 9:30pm	Main Hall		Volunteers/YM
To be agreed (Proposed fundraising events for the Mayoral term)	Quiz	Saturday 23rd November	2024	6:30pm – 9:30pm	Anzac Room		Volunteers
To be agreed (Proposed fundraising events for the Mayoral term)	Business Careers Event	TBC	2025	TBC	Main Hall		Chamber of Commerce, PCS & East Sussex County Council
To be agreed (Proposed fundraising events for the Mayoral term)	Murder Mystery	January/February?	2025	7pm – 10pm?	Main Hall	In conjunction with Peacehaven Players?	TBC

**Event Planning Checklist****Pre-Planning Stage**

Item	Date Completed	Completed by
Check availability of facilities/ equipment/ people to find a possible date		
Ensure event idea aligns with Council core values		
Write report with an outline plan for Committee to consider		
Produce a rough outline of the Income and Expenditure, including any hidden costs		
Decide who is running the event (PTC or External)		

Committee Stage – Initial approval

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

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		
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
Present final event plan for Committee to note		

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.

Calendar of Events

Item	Event	Date /Year	Year	Time	Location	Details	Volunteers / Staff
Agreed	Towards Zero Carbon	Saturday 13th July	2024	11am - 3pm	Centenary Park		Volunteers
To be agreed (Proposed fundraising events for the Mayoral term)	Bingo	17 th July (and every month)	2024	2pm-4pm	Anzac Room		Volunteers & Staff
To be agreed (Proposed fundraising events for the Mayoral term)	Quiz	Friday 19th July	2024	6:30pm – 9:30pm	Anzac Room		Volunteers
To be agreed (in Mayors' Handbook 2024-25)	Civic Service	28 th July	2024	TBC	Church of the Ascension		Staff
Agreed	ArtWave	7,13,14,20,21 September	2024	11am – 4pm	Friendship Centre, Mayfield Avenue	Refreshment Donations to the Mayor's charity fund	Councillors
To be agreed (Proposed fundraising events for the Mayoral term)	Quiz	Friday 20th September	2024	6:30pm – 9:30pm	Anzac Room		Volunteers
To be agreed (provisionally agreed CCE403)	Recycled Fashion Show	18 th October	2024	6pm – 8:30pm	Main Hall & Copper	Free event – in conjunction with PCS	TBC
To be agreed (provisionally agreed)	Children's Halloween Party	25 th October	2024	5pm – 7pm	Main Hall	Ticketed	Staff or volunteers?
To be agreed (Proposed fundraising events for the Mayoral term)	Youth Mayor's Gala Dinner	4th October	2024	7pm – 9:30pm	Main Hall		Volunteers/YM
To be agreed (in Mayors' Handbook 2024-25)	Remembrance Day	Sunday 10 th November	2024	10:45am	Meridian Park		Staff with RBL
To be agreed	Armistice Day	Monday 11 th November	2024	10:45am	Meridian Park		Staff with RBL

To be agreed (Proposed fundraising events for the Mayoral term)	Quiz	Saturday 23rd November	2024	6:30pm – 9:30pm	Anzac Room		Volunteers
To be agreed (provisionally agreed CCE403)	Carol Concert	13 th December	2024	5pm-7pm	Main Hall		Staff
To be agreed (provisionally agreed CCE403)	Mayor's Christmas Tea Party	18 th December	2024	2pm – 4pm	Main Hall	Ticketed	Staff or volunteers?
To be agreed (provisionally agreed)	Children's Christmas Party	20 th December	2024	5pm – 7pm	Main Hall	Ticketed	Staff or volunteers?
To be agreed (Proposed fundraising events for the Mayoral term)	Business Careers Event	TBC	2025	TBC	Main Hall		Chamber of Commerce, PCS & East Sussex County Council
To be agreed (Proposed fundraising events for the Mayoral term)	Murder Mystery	January/February?	2025	7pm – 10pm?	Main Hall	In conjunction with Peacehaven Players?	TBC
To be agreed (in Mayors' Handbook 2024-25)	Mayor's Reception	Saturday 5 th April	2025	7pm – 10pm	Main Hall		Staff & Volunteers

Complaint No.	Date Received	Method of contact	Area	Category	Details of Complaint	Actions taken	Current Status	Days taken to close
213	06/06/2024	Email	Non PTC land	Misc/Other	feedback from resident regarding the d day event morning service. grass too long and people having to walk through the long grass, which may have dog waste. Also residents couldnt hear the people speaking due to the microphone being too high and not loud enough.	will be on the civic agenda.	Open	

Committee:	Community & Civic Events
Start Date:	25/03/2024
End Date:	17/06/2024
Status:	All