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DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 28th January 2025 at 7.30pm

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

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

There were no members of the public in attendance.

CCE491 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, went through the building fire procedure, asked for phones to be put onto silent, informed everyone that the meeting was being recorded, and mentioned the Civility and Respect statement. The Chair then informed the Council of the following:

- The Information & Community Facilities Officer, and the Communities and Assistant Projects Officer had both made the decision to decline their respective offers of making their secondment roles permanent.
- Bingo on 12th and 22nd February.
- Quiz on 22nd February.
- Welcome Café every Monday.

CCE492 PUBLIC QUESTIONS.

There were no public questions.

CCE493 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

CCE494 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Sharkey declared an interest as an artist in the ArtWave Event.

CCE495 TO ADOPT THE MINUTES FROM THE 12TH NOVEMBER 2024

Cllr Donovan updated Committee that, under Chairs Announcements Item 1, local businesses had been contacted and Cllrs Wood and Harman had decorated the railings along the South Coast Road.

It was proposed to adopt the minutes from the 12th November 2024

Proposed by: Cllr Evans Seconded by: Cllr Wood

The Committee **resolved** to **adopt** the minutes of the 12th November 2024.

CCE496 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET

The Committee **noted** the budgetary update and Mayors fundraising budget.

CCE497 TO NOTE THE REMEMBRANCE & ARMISTICE DAY REVIEW REPORT

Cllr Donovan expressed disappointment with the number of Councillors who had attended the event.

The Committee **noted** the report

CCE498 TO NOTE THE PRE-LOVED BAG, SCARF AND PURSE SALE REVIEW REPORT

Committee **noted** the report.

CCE499 TO NOTE THE VE DAY 80 VERBAL UPDATE

The PR Officer updated committee on the Information and Community Facilities Officer debrief of the meeting held with the RBL, and suggested some possible changes to the schedule in line with the VE Day 80 official guide, which at the evening event could be the proclamation by the Town Crier at 9pm, tributes, normally by the Deputy Lieutenant and the Mayor, and a choir.

Cllr Donovan confirmed PTC had registered taking part; expressed that details at the meeting with the RBL had been vague; that it was likely the Town Crier could attend the evening event for the proclamation; coordination would continue with Officers.

Committee **noted** the update.

CCE500 TO VOTE TO REFER THE EASTER ARTS & CRAFTS FAIR REPORT TO FULL COUNCIL TO DECIDE HOW TO PROCEED

The Town Clerk summarised that at the last CCE it was agreed to proceed with the Easter Arts & Crafts Fair as a Mayoral event, but that as the event had progressed it was not in line with the committee's decision, for example the organiser would receive direct payment and so would not be a Mayoral event, although they would not be charged for the hall hire, and that all monies would be paid to PTC.

The Chair expressed that this committee could not change this recent resolution, and would need to go to Full Council.

It was proposed to refer the Easter Arts & Craft Fair to Full Council to decide how to proceed.

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

Committee **resolved** to **agree** to the proposal.

Cllr Donovan queried whether 7 councillors had to put forward a special motion to reverse the decision, and the Town Clerk expressed the alternative would be to take a recommendation from the Committee to Full Council.

The Town Clerk suggested a future review into how events were administered.

Cllr Donovan expressed that the organiser of this event was a Mayor's volunteer.

CCE501 TO NOTE THE VERBAL UPDATE ON THE PCS CAREERS FAIR AND BUSINESS LUNCH

Cllr Donovan expressed it had been an excellent initiative, which around 10 businesses attended, and over 100 students had quizzed them; that there had been a PTC stall with Cllr Gallagher and Cllr Sharkey and herself; and positive feedback had been received from the deputy head. Cllr Donovan hoped that it would be an annual event.

It was expressed that that businesses from outside the Chamber of Commerce had attended too, and Cllr Donovan thanked the businesses for attending, and updated committee that the business lunch was confirmed for 27th February 2025, where PCS students would research, source and prepare a meal for the businesses who came and delivered the careers fair.

The Committee **noted** the update

CCE502 NOTE THE LINE & BARN DANCING EVENT DECISION MADE AT FULL COUNCIL ON 8th OCTOBER 2024

The Town Clerk reminded committee that the last Line & Barn Dance Event report had been resolved at Full Council, and Cllr Donovan updated committee around 30 tickets had already been sold.

Committee **noted** the event decision.

CCE503 TO RETROSPECTIVELY NOTE A GRANT APPLICATION

The Town Clerk outlined the report and reminded Councillors of the Applying for Grants Policy.

Cllr Donovan apologised for having applied for the grant directly, and expressed the Christmas period had meant it had been rushed through.

Committee retrospectively **noted** the grant application.

CCE504 TO DECIDE THE WAY FORWARD WITH THE ARTWAVE EVENT

Cllr Sharkey expressed that The Hub would be the preferable choice and queried the difference between a PTC and PTC Supported event, which the Chair defined.

The Town Clerk raised concern with how the last ArtWave had been run, which included the possibility of significant financial risks; expressed the benefits if the event was PTC supported instead; emphasised the previous event had been a great success and was enthusiastic for it to be held again, but expressed the need for improved processes.

Cllr Evans raised the importance of signage from the Coast Road, if the Hub was to be the event's location.

The Chair suggested that the finer details of the event to be discussed outside of the meeting.

It was proposed for the event to be a PTC Supported Event at The Hub, and that a group of artists would get together and report back to committee.

Proposed by: Cllr Sharkey Seconded by: Cllr Donovan

Committee **resolved** to **agree** to the proposal.

CCE505 TO NOTE THE CHILDREN'S CHRISTMAS PARTY EVENT REVIEW

Cllr Sharkey commented that the event was a success, and that surplus gifts, from the huge number of gifts donated for various other organisations, had been provided to the event.

The Town Clerk expressed that, although not all tickets had been sold, the event had been a great success and the craft table very popular; thanked Officers and others for their help, including Cllr Harman for the facepainting, Cllr Wood for organising the gifts, and the Town Crier; the Youth and Deputy Youth Mayor were also thanked.

Committee **noted** the report

CCE506 TO NOTE THE CAROL CONCERT EVENT REVIEW

Cllr Donovan suggested this event could be a donations-only event in future, and for schools to be booked well in advance.

The Chair commented positively on the event, and along with Cllr Harman, agreed that donations could be the way forward.

Cllr Donovan commented that the wording in the report should be 'carols' in place of 'hymns'.

Cllr Wood wanted it to be noted that a school had cancelled their attendance, and the PR Office expressed the importance of keeping a similar date each year, and maintaining a rapport with schools, along with a reminder of the event date.

Committee **noted** the report

CCE507 TO NOTE THE MAYORS JAZZ AFTERNOON EVENT REVIEW

Cllr Donovan expressed all guests had had a marvellous time, that the Jazz band was excellent, and there had been demand at only £5 per ticket.

Committee **noted** the report

CCE508 TO NOTE THE BUSINESS PLAN

The Chair updated committee on the business plan items; requested an update of 'Contact with the Chamber of Commerce' to 'Contact with the Chamber of Commerce and Local Businesses'; expressed the ongoing work involved in trying to engage with and hirers of community house and how to promote the facilities and events on offer.

Cllr Donovan provided an update that the Meridian Line Meander was moving forward.

Cllr Studd updated commented positively on the attendance from PTC at the Chamber of Commerce, and expressed the Mayor of Peacehaven had sponsored a link for the new chain.

Cllr Sharkey raised there being an overlap with the Youth Engagement TFG at Full Council, and the PR Officer expressed the Family Hub would participate at the Welcome Café possibly during ½ term.

Cllr Donovan confirmed there would be a talk next week at a local school on the history of Peacehaven, which was another form of youth engagement.

Committee **noted** the report

CCE509 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Party

The Chair updated committee that the group had not had the opportunity recently to meet, and it was confirmed a meeting was arranged for next Monday.

CCE510 TO NOTE THE EVENTS CALENDAR

Members discussed that the PR Officer could promote International Women's Day on social media; that there would be a flag raised for Commonwealth; and that, as the Halloween event had been a lot of work, struggled to sell tickets and there were a lot of similar events, it could be held as a biennial event.

It was proposed that the Halloween event be held biennially, opposite to the summer fair.

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

All in **favour**.

It was discussed that having the Carol concert at the Memorial ground may not be a good idea because of the weather, and the Chair suggested the date was held and the format decided another time, along with the Children's Christmas party.

Cllr Donovan updated committee that the Civic Reception would be a murder mystery.

Committee **noted** the Events Calendar

CCE511 TO NOTE THERE ARE NO NEW CCE COMPLAINTS

Committee **noted** the complaints log

CCE512 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Donovan expressed that the Mayor's volunteers would change in May.

The Town Clerk expressed that Ticket Source could promote free events.

The action plan was **noted**.

CCE513 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 4TH MARCH 2025

The Town Clerk updated committee that a LDC Full Council meeting was scheduled for 4th March and gave the option of changing the next CCE meeting date from 4th March 2025 to 11th March 2025.

It was proposed to agree to change the next meeting date to 11th March

Proposed by: Cllr Donovan Seconded by: Cllr Wood

All in **favour**.

There being no further business the meeting ended at 20:44