

George Dyson  
Town Clerk

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



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

---

**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*