

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.**

6th November 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 12th November 2024 commencing at 7.30pm

A handwritten signature in black ink, appearing to be "G Dyson", with a long horizontal stroke extending to the right.

**George Dyson
Town Clerk**

A G E N D A

- 1. CCE471 CHAIRMAN'S ANNOUNCEMENTS**
- 2. CCE472 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. CCE473 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**
- 4. CCE474 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**
- 5. CCE475 TO ADOPT THE MEETING MINUTES OF 10TH SEPTEMBER 2024**
- 6. CCE476 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET**
- 7. CCE477 TO DISCUSS AND AGREE BUDGET REQUIREMENTS FOR 2025/26**
- 8. CCE478 TO NOTE THE ARTWAVE REVIEW REPORT**
- 9. CCE479 TO DISCUSS AND AGREE EVENT DEFINITIONS**
- 10. CCE480 TO AGREE THE VE DAY 80 REPORT RECOMMENDATION**
- 11. CCE481 TO AGREE TO AN EASTER ARTS AND CRAFTS FAIR**
- 12. CCE482 TO NOTE THE CAREERS FAIR AND GALA LUNCHEON EVENTS MAY BE SUPPORTED WITH A COMMUNITY GRANT**

13. CCE483 NOTE THE FINANCES FOR THE MAYOR OF PEACEHAVEN'S LINE & BARN DANCE EVENT
14. CCE484 TO RECEIVE AN EVENTS UPDATE
15. CCE485 TO NOTE THE CHILDREN'S HALLOWEEN PARTY REVIEW
16. CCE486 TO NOTE THE [BUSINESS PLAN](#)
17. CCE487 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):
 - a. Inclusion TFG
18. CCE488 TO NOTE THE COMPLAINTS LOG
19. CCE489 TO AGREE WHETHER TO CHANGE THE 18TH MARCH 2025 CCE COMMITTEE MEETING TO 4TH MARCH 2025 OR 25TH MARCH 2025
20. CCE490 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 28th JANUARY 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 10th September 2024 at 7.30pm

Present: Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Griffiths, Cllr Studd, Cllr Gallagher, Cllr Sharkey, Cllr Evans, the Youth Mayor.

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

4 members of the public were in attendance.

1. CCE450 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:31 and 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 Chair reminded Committee of the CCE Terms of Reference (which were placed on each Councillor's table), asked for definitions for Civic, PTC-Supported, and Community events to be emailed to herself and Cllr Harman as there was confusion with them, and reminded Committee that the new pre-events checklist be used for each event moving forward.

The following announcements were then made:-

- ArtWave at the Evangelical Church, 13th and 14th September 11am – 4pm
- Mayor of Peacehaven Quiz 20th September 6:30pm
- Bingo 25th September and 23rd October
- Cinema at 7:30pm on 18th September - Fly Me to The Moon, and 23rd October-The Critic
- The Children's Halloween Party 28th October
- Hats, scarves, scarves, handbags and toys wanted items for raising funds

2. CCE451 PUBLIC QUESTIONS

There will be a 15-minute period whereby members of the public may ask questions, on any relevant Civic & Community Event matters

There were 4 members of the public

There was 1 public question from a new local boxing gym. The speaker provided information about the boxing gym, and expressed their vision of a boxing event in Centenary Park (in relation to item 6. CCE455). It was explained that the match would raise money for local charities, would be held in the summer, that the electricity needed would mainly be for the sound system, and that it would be gated to keep it secure. The question was whether it could go ahead.

The Chair suggested that later in the meeting standing orders could be suspended for questions.

3. CCE452 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

There were 2 apologies for absence from:-

- Cllr Donovan, Cllr Gallagher substituted.
- Cllr Ashby-Parkin, Cllr Griffiths substituted.

4. CCE453 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Harman and Cllr Sharkey both declared an interest with ArtWave, as they are both exhibiting.

5. CCE454 TO ADOPT THE MEETING MINUTES OF 16TH APRIL 2024 AND 25th JUNE 2024

It was proposed to adopt the minutes.

Proposed by: Cllr Sharkey Seconded by: Cllr Harman

All in favour.

6. CCE455 TO AGREE TO RECOMMEND THE BOXING EVENT AT CENTENARY PARK TO BE AN ITEM AT THE NEXT FULL COUNCIL ON 8TH OCTOBER

It was proposed to suspend standing orders.

Proposed by: Cllr Harman **Seconded** by: Cllr Studd

Questions were asked to the members of the public from the boxing club, where it was clarified that funding would be sought for the event, that they wanted to do something for the community, for promoting the club, fitness and a healthy lifestyle, and that the event would raise money for the local youth club.

Cllr Griffiths suggested they apply for funding through Peacehaven Town Council's Community Grant.

19:48 - Standing Orders were reinstated

Proposed by: Cllr Harman **Seconded** by: Cllr Sharkey

It was proposed to agree to the recommendation for the item to be on the Full Council agenda on 8th October.

Proposed by: Cllr Evans **Seconded** by: Cllr Sharkey.

All in **favour**

The Chair suggested the boxing club liaise with the Information and Events Officer to move the event forward.

19:49 - 3 members of the public left the meeting.

7. CCE456 TO NOTE THE BUDGETARY UPDATE AND NOTE THAT DISCUSSION IS BEGINNING FOR THE DRAFT 2025/26 BUDGET

The budgetary update was **noted**.

It was **noted** that discussion is beginning for the draft 2025/26 budget.

8. CCE457 TO DISCUSS THE NEW LAST-PLACE BOARD FOR THE MAYORS QUIZES AND AGREE WHERE THIS SHOULD BE FUNDED FROM

The Chair briefly summarised the background of the winning and last-place shields and last-place wooden spoons, which are all displayed in the foyer, and outlined the cost for engraving.

Cllr Gallagher expressed that at present it was not necessary to have winning or last-place engravings.

Cllr Studd suggested a certificate instead; Cllr Sharkey agreed. Cllr Harman suggested a photo of the winners in a frame, and a caption underneath 'Winners of the quiz, are you coming to the next one?' with the date of the next quiz.

It was proposed to have a framed A4 photocopy of a photo of the winners.

Proposed by: Cllr Harman **Seconded** by: Cllr Evans.

All in favour.

It was proposed to stop using the shields

Proposed by: Cllr Sharkey. **Seconded** by: Cllr Gallagher.

All in favour.

9. CCE458 TO NOTE THE TOWARDS ZERO CARBON (CLIMATE FAIR) EVENT REVIEW

It was proposed to suspend standing orders

Proposed by: Cllr Harman **Seconded** by: Cllr Sharkey

All in favour.

Cllr Seabrook as a member of the public summarised the review, and commented positively on the new event form. He explained there was £922 left over from the event.

It was proposed to ask OVCA to place it into a reserved fund for next time.

Proposed by: Cllr Griffith **Seconded** by: Cllr Sharkey

Cllr Seabrook explained that the bus at the event had only been used by 8 people, and questioned its inclusion in future events. He suggested using the Dell as a park and ride for the summer fair.

Standing orders were reinstated

Proposed by: Cllr Griffiths **Seconded** by: Cllr Harman

All in favour.

The event review was **noted**.

10. CCE459 TO AGREE TO THE ANTI FAST-FASHION SHOW EVENT BECOMING A NON-PTC EVENT

Cllr Sharkey explained one of the reasons why the TFG suggest the event should become a non-PTC one was OVCA were not happy that the grant to PTC would pay for room hire, and explained that the event is likely now to be in April.

It was proposed to agree that the anti-fast fashion show become a non-PTC event.

Proposed by: Cllr Sharkey **Seconded** by: Harman

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

11. CCE460 TO AGREE TO THE DETAILS OF CHILDREN'S CHRISTMAS PARTY, AND MAKE A CALL FOR VOLUNTEERS

The Information and Events Officer introduced the report, and a call for volunteers was made, along with a request for a Father Christmas.

Cllr Griffiths queried whether there were alternative food options, whereby the Information & Events Officer explained that on ticket purchase any dietary requirements were asked.

The Chair expressed that it was a PTC event.

Members discussed how the Mayor could be involved.

It was proposed to agree to the proposal.

Proposed by: Cllr Evans **Seconded** by: Cllr Griffiths

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

12. CCE461 TO NOTE THE REPORT AND AGREE THE NEW TIME FOR THE CAROL CONCERT

Cllr Griffiths queried why the time had changed to start at 4 and finish at 5pm. The Information & Events Officer explained it was the same as last year; that a 4pm start helped ensure schools could attend; that the ticketed cost of £1 per person would go to Mayor's charity; that tickets were now on sale; that there wouldn't be an interval, and refreshments would be served at the end of the event by volunteers.

It was proposed to agree the new time.

Proposed by: Cllr Sharkey **Seconded** by: Cllr Evans

The Committee resolved to **agree** to the new time.

The report was **noted**.

13. CCE462 TO AGREE TO THE DETAILS IN THE HALLOWEEN EVENT REPORT

The Information & Events Officer explained the details of the event, including the park orienteering. Cllr Griffiths suggested an alternative to those who could not have sweets. It was explained that the café would still be used by public.

It was proposed to agree to the details in the event report.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Studd
The Committee resolved to **agree**.

14. CCE463 TO DECIDE AND AGREE THE ISOLATION PROJECT (PART OF THE BUSINESS PLAN)

The Chair explained the item was to do with the Community Hub, and that she was happy to run the event as last year.

Cllr Gallagher complimented the project and that Monday 10 – 1pm would be a good day and time.

There was general positive discussion around the need for the project, but the name ‘isolation’ as the title for the project was unpopular.

It was proposed to start the project at the beginning of October on Mondays as ‘The Welcome Café’.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Harman
The Committee resolved to **agree** to the proposal.

The Information & Events Officer made a call for Coats, Hats, Scarves.

It was agreed to set up a Working Party to look at the strands of the Isolation Project. Working Party members were agreed as: Cllr Evans, Cllr Seabrook, Cllr Griffiths.

15. CCE464 TO AGREE TO THE LINE AND BARNDANCE EVENT DETAILS

The Information & Events Officer explained it would be a Civic Event.

The Chair reemphasised the general confusion over event definitions, and the importance for this to be resolved.

It was proposed to agree to the event in principle along with the date, and for a detailed report to be taken to Full Council.

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

16. CCE465 TO AGREE TO THE PRE-LOVED BAG, PURSE AND SCARF SALE

Cllr Studd expressed he would let the Chamber of Commerce know items were wanted. The Information and Events Officer summarised the event.

It was proposed to agree to the event.

Proposed by: Cllr Evans **Seconded by:** Cllr Harman
The Committee resolved to **agree** to the proposal.

17. CCE466 TO AGREE A CHANGE OF EVENT FROM A BEETLE DRIVE TO A CHRISTMAS AFTERNOON OF JAZZ, AND NOTE THE DATE

The Information & Events Officer explained the event and confirmed a full report and pre-event checklist would be brought to the next Committee meeting.

It was proposed to agree to the change of event.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Evans
The Committee resolved to **agree** to the proposal.

18. CCE467 TO NOTE THE SUMMER FAIR REPORT, AND MAKE A CALL FOR VOLUNTEERS

The Chair thanked the Information and Events Officer for all her work with the many events that are taking place, and Cllr Gallagher complimented the posters.

The Information and Events Officer summarised the event to-date; confirmed it will be car-less, apart from blue-badge holders; explained Cllr Seabrook's bus at the Dell idea may not work as extra staff would be needed; and confirmed there would not be a car boot sale at the event, nor one on The Dell.

The report was **noted**.

19. CCE468 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Council Communications Support TFG

The Meetings & Projects Officer explained the PR Officer would bring a report to Full Council, under the Communications, Advertising and Promotions TFG.

It was proposed to close the Council Communications Support TFG.

Proposed by: Cllr Gallagher **Seconded** by: Cllr Evans

All in favour

b. ArtWave TFG

A verbal update was made by Cllr Sharkey. It was explained that the event was going well, that there were various teething issues, including the card reader, and signage.

Members discussed that at least 2 of the noticeboards would need to be returned to Peacehaven Town Council by the 21st September.

20. CCE469 TO NOTE THE COMPLAINTS LOG

The complaints log was **noted**.

21. CCE470 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 12th NOVEMBER 2024

It was proposed to agree to the new date of 12th November 2024, with the time to be agreed at a later date.

Proposed by: Cllr Sharkey **Seconded** by: Cllr Harman.

All in favour.

There being no further business the meeting ended at 20.56

	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
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	1,753	1,500	(253)	0	(253)	116.9%	1,701
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	360	1,200	840		840	30.0%	
4336 Civic Service	53	500	447		447	10.7%	
4338 Remembrance Services	110	1,000	890		890	11.0%	
4339 National Mourning	0	500	500		500	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	1,374	6,650	5,276	0	5,276	20.7%	0
Net Income over Expenditure	(3,072)	(8,150)	(5,078)				
6000 plus Transfer from EMR	1,701						
Movement to/(from) Gen Reserve	(1,371)						
120 Marketing							
1047 Other Event Income	276	0	(276)			0.0%	
1048 E-News Advertising	0	100	100			0.0%	
1049 Banner Board	2,080	1,500	(580)			138.7%	
1051 A1 Boards	210	0	(210)			0.0%	
1301 Filming	720	1,000	280			72.0%	
1360 ArtWave Registrations	650	0	(650)			0.0%	
1361 ArtWave Sales	273	0	(273)			0.0%	
Marketing :- Income	4,209	2,600	(1,609)			161.9%	0
4352 Annual Report	84	100	16		16	84.2%	
Marketing :- Direct Expenditure	84	100	16	0	16	84.2%	0
4306 Printing	133	300	167		167	44.3%	
4328 Website	0	2,000	2,000		2,000	0.0%	
4329 Advertising	125	500	375		375	25.0%	125
4360 Art Wave 2024	593	0	(593)		(593)	0.0%	
4361 ArtWave Card Charges	7	0	(7)		(7)	0.0%	

Detailed Income & Expenditure by Budget Heading 29/10/2024

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4502 Events	42	500	458		458	8.4%	21
Marketing :- Indirect Expenditure	<u>900</u>	<u>3,300</u>	<u>2,400</u>	<u>0</u>	<u>2,400</u>	<u>27.3%</u>	<u>146</u>
Net Income over Expenditure	<u>3,225</u>	<u>(800)</u>	<u>(4,025)</u>				
6000 plus Transfer from EMR	146						
Movement to/(from) Gen Reserve	<u>3,371</u>						
Grand Totals:- Income	4,264	2,600	(1,664)			164.0%	
Expenditure	4,110	11,550	7,440	0	7,440	35.6%	
Net Income over Expenditure	<u>153</u>	<u>(8,950)</u>	<u>(9,103)</u>				
plus Transfer from EMR	1,847						
Movement to/(from) Gen Reserve	<u>2,000</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	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	13/09/2044	372	Journal	DONATION FROM JULIE BASHAM		4.50
7	13/09/2044	372	Journal	DONATION FROM JULIE BASHAM	0.08	

Account Mayor's Appeal

Account Totals

1,840.86

3,112.13

Centre

Net Balance Month 8

1,271.27

CIVIC & EVENTS**110 Civic Events**

	2024/25 Budget	Draft 2025/26 Budget	% Change
4331 Mayor's Allowance	1,500	1,500	0.0%
4332 Civic Expenses (inc mayors reception, service, mayoral badge & remembrance	1,200	3,200	166.7%
4357 Town Crier Outfit	750	750	0.0%
4335 Civic Expenses	1,200	2,000	66.7%
4336 Civic Service	500	0	-100.0%
4338 Remembrance Services	1,000	0	-100.0%
4339 National Mourning	500	500	0.0%
4349 Civic Training	500	500	0.0%
4350 Mayors Badge	500	0	-100.0%
4351 Youth Mayor	500	500	0.0%
Civic Expenses: Expenditure	8,150	8,950	9.8%
Net Expenditure over Income	8,150	8,950	9.8%

120 Marketing

4328 Website	2,000	1,000	-50.0%
4502 Events	500	500	0.0%
4306 Marketing Costs	300	900	200.0%
4329 Advertising	500	0	-100.0%
4352 Annual Report	100	0	-100.0%
Marketing: Expenditure	3,400	2,400	-29.4%
1048 E-News advertising	100	100	0.0%
1301 Filming	1,000	1,000	0.0%
1049 Banner Board Income	1,500	2,000	33.3%
Marketing: Income	2,600	3,100	
Net Expenditure over Income	800	-700	-187.5%

430 Summer Fair

4502 Event Costs	0	3,000	#DIV/0!
4500 Event Staff Overtime	0	3,000	#DIV/0!
4900 Miscellaneous Expenses	0	0	#DIV/0!
Summer Fair: Expenditure	0	6,000	
1045 Event Sponsorship	0	500	#DIV/0!
1046 Stall Income (Events)	0	1,050	#DIV/0!
1094 Other Customer & Client Receipts	0	500	#DIV/0!
Summer Fair: Income	0	2,050	
Net Expenditure over Income	0	3,950	

CIVIC & EVENTS: Total Expenditure	13,710	17,350	26.5%
CIVIC & EVENTS: Total Income	4,760	5,150	8.2%
Net Expenditure over Income	8,950	12,200	36.3%



Peacehaven Town Council

Event Review Form

Event:	ArtWave		
Date of Event	8th - 21st September	Date of meeting	01/11/2024
Committee	CCE	Agenda Item	CCE478
Report Author(s)	ArtWave TFG		

Summary of event

ArtWave is a yearly art open house festival sponsored by LDC. This was the first year that PTC has got involved. The TFG (Cllrs Harman, Donovan and Sharkey) put in a lot of work to make this a successful event. We had 13 artists exhibiting their work at the Friendship Centre (Evangelical Church Hall) over 5 days. There were also workshops

Financial

Income None for PTC but artists made about £900 in total	£650.00
Expenditure The cost of hiring the hall (£375) and Artwave registration (£200) was covered by the artists. Sumup machine purchased for the event and printing costs.	£644.00
Total Surplus	£6.00

Number of people at event

Unfortunately we didn't keep a count of this. 50+ people signed the visitors' book (some jointly) and there was a steady stream of visitors on the Saturdays.

Officers report

The event was a brilliant display of artist's work of varying medium. It was interesting, exciting, eye opening and a great showcase of Peacehaven artists. The venue was fantastic, since it was spacious yet welcoming. Overall it was a terrific event for all ages, and offered a good opportunity to purchase otherwise unseen Peacehaven treasures.

Councillor's report

We were all pleased by the success of the event. The hard work paid off and it ran without any major hitches.

Climate change / sustainability factors

None really. But the venue is on a bus route and we do know that some people did use the bus service and some walked.

Social value/ impact factors

As well as some of the artists making money, all appreciated the social factor. For many of us this was the first time we had made links with other local artists and as a result of the festival, one of the artists has organised a Christmas craft fair at the same venue.

For visitors, nearly all commented on how impressed they were by the art on display and said how good it was to have this kind of event in the town. A number of the artists said they want to take part again next year and 2 visitors gave us their details so that they can take part next year too.

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

The main thing we discussed was the fact that the Fridays were a lot quieter and so we would like to be able to run the event on the Saturdays and Sundays instead if we can find a venue that will allow us to do so.

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Town Clerk

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Community House,
Meridian Way,
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Committee:	CCE	Agenda Item:	CCE479
Meeting date:	November 12 th 2024	Authors:	Cllr Veck and The Meetings & Projects Officer
Subject:	Event Definitions		
Purpose:	To discuss and agree the Event Definitions		

Recommendation(s):

To agree whether a Community Event's surplus funds should go to either the CCE Events fund or Mayor's Charities
To agree the definition of events, and that they are added to the CCE terms of reference

TYPES OF EVENTS COVERED BY THE CCE COMMITTEE.

The following events should be covered under the CCE Committee. We have been asked to formally set a criteria so they can be added to the terms of reference although not entirely necessary. It would be helpful to identify what type of event is being proposed before agreeing them at Committee so that the correct budgets can be allocated and uniform standards can be set up.

COMMUNITY EVENT

- SELF FUNDING EVENT USING CCE EVENTS BUDGET
- TFG/EVENTS OFFICER MANAGES THE PTC ADOPTED PRE-EVENTS CHECKLIST (REQUIRED WITHIN COMMITTEE / FULL COUNCIL PAPERS)
- RESPONSIBLE OFFICER: EVENTS OFFICER, AND PUBLIC RELATIONS OFFICER SUPPORT
- A LARGER EVENT MAY NEED A TFG
- SURPLUS FUNDS RAISED GO TO [EITHER THE CCE EVENTS FUND OR MAYOR'S CHARITIES - TO BE AGREED AT COMMITTEE ON 12TH NOVEMBER 2024]
- OCCASIONALLY, SURPLUS FUNDS GO TO OTHER ORGANISATIONS I.E. MACMILLAN CANCER SUPPORT, BREAST CANCER NOW

CIVIC EVENT

- FORMAL EVENT SET BY GOVERNMENT I.E. REMEMBRANCE, FLAG RAISING, ROYAL DEATH ETC. COVERED BY CIVIC BUDGET
- RESPONSIBLE OFFICER: CIVIC OFFICER, WITH WIDER TEAM SUPPORT
- NOT A FUND-RAISING EVENT

PTC SUPPORTED EVENT

- ORGANISED BY 3RD PARTY REQUIRING PTC SUPPORT – SUPPORT TYPE TO BE DETERMINED AND COSTED IN PROPOSAL PRIOR TO EVENT.

- SUPPORT ITEMS: ROOM HIRE, ONLINE TICKET SALES (VIA THE EVENT OWNER), OFFICER TIME, POSTERS, ADVERTISING
- NO DIRECT ADMINISTERING OF FINANCES BY PTC AND NO FINANCIAL COST TO PTC, ALTHOUGH COMMUNITY GRANTS ARE AVAILABLE
- RESPONSIBLE OFFICER: EVENTS OFFICER, AND PUBLIC RELATIONS OFFICER IF APPLICABLE
- FUNDS RAISED GO TO THE 3RD PARTY

MAYORAL

- FUND RAISING EVENT ORGANISED BY THE MAYOR IN ACCORDANCE WITH THE MAYOR'S HANDBOOK (WHICH DETAILS 4 FIXED EVENTS, AND THAT THE OFFICE WILL SUPPORT A MAXIMUM OF 3 OTHER EVENTS DURING THE YEAR)
- COVERED BY THE MAYOR'S CHARITY BUDGET
- THE MAYOR/MAYORAL VOLUNTEERS MANAGE THE PTC ADOPTED PRE-EVENTS CHECKLIST (REQUIRED WITHIN COMMITTEE / FULL COUNCIL PAPERS)
- EVENT ORGANISER: THE MAYOR'S VOLUNTEERS WILL UNDERTAKE THE MAJORITY OF THE WORK, IN CONJUNCTION WITH THE MAYOR, TO FACILITATE THE EVENT. SUPPORTING OFFICERS WILL BE ALLOCATED BY A LINE MANAGER AS APPROPRIATE
- SURPLUS FUNDS RAISED GO TO MAYOR'S CHARITIES

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Community House,
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Committee:	CCE	Agenda Item:	CCE480
Meeting date:	12 TH November 2024	Authors:	Information and Events Officer
Subject:	VE day 80		
Purpose:	To agree event		

Recommendation(s):

To agree to hold a small event on the day to celebrate and remember, option 1.

1. Background

V E Day 80th Anniversary Thursday 8th May 2025 to celebrate and remember them together

www.VEday80.org.uk

A VE Day 80 flag would need to be purchased (£25), additional costs depend on which option (as outlined below) is agreed.

2. Options for Council

Option 1

- To raise the flag at 9am by the mayor followed by the town crier announcing the proclamation.
- Then at 9.30pm in the memorial park to light the beacon with the mayor reading out the tribute to bring the nation together.

Finances

2 Officers for the beacon lighting – TOIL or paid (approx. £100)

Option 2

- To raise the flag at 9am by the mayor with town crier announcing the proclamation.
- Then at 2pm-4pm in the Anzac room a small afternoon tea for 50 people maximum with appropriate music.
- Then at 9.30pm in the memorial park to light the beacon with the mayor reading out the tribute to bring the nation together.
- There is no availability throughout the day or evening in the main hall due to the community supermarket and the Anzac room is only available from 2pm due to regular hirers.

Finances (Will there be a charge for the refreshments?)

Teas, Coffees, cakes – approx. £150 (approx. £3 per person)

3 Officers (total 6 hours staff time) – TOIL or paid (approx. £150)

Option 3

- Do not hold the event.

Finances

Teas, Coffees, cakes – approx. £150 (approx. £3 per person)

Officer

3. Reason for recommendation

4. Expected benefits

- a. The community will bring people together to remember
- b. The environment**
- c. Other**

5. Implications

5.1 Legal	
5.2 Risks	Lightning of the beacon
5.3 Financial	Yes for staff and produce
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	Risk assessment for the event
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

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VE Day 80 2025

Event Planning Checklist

Pre-Planning Stage

Item	Date Completed	Completed by
Check availability of facilities/ equipment/ people to find a possible date	05.11.24 (Only Anzac room available from 2pm)	Information & Events Officer (IEO)
Ensure event idea aligns with Council core values	05.11.24	IEO
Write report with an outline plan for Committee to consider	05.11.24	IEO
Produce a rough outline of the Income and Expenditure, including any hidden costs	05.11.24	IEO
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		
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
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.

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Community House,
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Committee:	CCE	Agenda Item:	CCE481
Meeting date:	12 th November 2024	Authors:	Cllr. Deborah Donovan
Subject:	Easter Crafts and Art Fair		
Purpose:	To agree		

Recommendation(s):

TO AGREE

To an EASTER CRAFTS AND ARTS FAIR

1. Background

To maintain our relationship with various Crafts and Art groups including individual artists in the town, following the success of ArtWave. I would like the committee to agree to this proposal.

This will be a Mayoral fundraising event supported and jointly organised by PTC.

I will ask a local organisation the run the kitchen to provide refreshments throughout the day (in co-ordination with the Information and Events Officer).

The proposed date would be **Saturday 29th March 2025**

Times – 11.00am to 4.00pm

Venue – Main Hall – Community House

Setting up time 9.30am

Cost of table or hanging space for the day - £15 (income to Mayor's charity)

All sellers will take their own payments for sold items - PTC will not be administering this

Cost for kitchen hire for the day £55 (alternatively the hours of the event can be reduced for a lower fee).

Free admission

Exhibitors who register are to comply with the terms and conditions set out in the hire of the facility for mini markets and for the hire of the kitchen

2. Options for Council

This would be a Mayoral fundraising event supported and organised by PTC. Hopefully, becoming an **annual event** if successful. Stall holders to register & pay for their place with PTC.

3. Reason for recommendation

For artists and crafters to come together to showcase their artistic abilities and to offer our community the opportunity to buy presents for Easter.

An alternative event for the Easter period. Hopefully if advertised well, visitors will travel to Peacehaven for the fair.

4. Expected benefits

a. The community

Awareness, social and promoting local crafters and artists

b. The environment

c. Other

d.

5. Event Specific Details

a. Purpose of the event

To raise funds for the Mayor's charity at the same time as promoting small businesses, artists and crafters

b. How will the event be funded

Selling table space at a small cost (which will be donated to the Mayor's charity)

c. What resources are needed

The use of the Main Hall and PTC kitchen, advertising on social media platforms and flyers

d. Officer time required

To manage & sell tickets for table space from the Information Office – within normal office hours

e. Timescale to organise event

To advertise after Christmas – Information officer to have regular meetings with the Mayor

To be advised on how many exhibitors could book a space in the Main Hall

f. Marketing information

i. What digital marketing will be required?

Posters/Flyers – E-News & Peacehaven Directory

ii. What physical/ print marketing will be required?

Same as bingo, quiz & cinema

iii. What key information will need to be on the event poster?

To highlight the Easter event and what types of stalls/exhibitors will be at the fair

iv. What organisation logos need to be on the marketing?

PTC

When will the marketing need to begin?

Two months before the event

6. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	
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	

7. Appendices – Risk assessment will be carried out by the information & events officer– same as a mini market



Easter Crafts & Arts Fair 2024

Event Planning Checklist

Pre-Planning Stage

Item	Date Completed	Completed by
Check availability of facilities/ equipment/ people to find a possible date	October 24	D Donovan
Ensure event idea aligns with Council core values	October 24	D Donovan
Write report with an outline plan for Committee to consider	October 24	D Donovan
Produce a rough outline of the Income and Expenditure, including any hidden costs	October 24	D Donovan
Decide who is running the event (PTC or External)	October 24 The Mayor & supported by PTC (joint event)	D Donovan

Committee Stage – Initial approval

Item	Date Completed	Completed by
Present report and idea for event to Committee for approval	November 12 th	
IF NECESSARY – form a TFG at Committee to develop plans	Not Necessary	
Consider finance sources (which budget / grants)		

Planning Stage

Item	Date Completed	Completed by
Put together full event plan, including timings and resources – Debbie to encourage stall holders, Karen to take payment and register	October 24 See report	D Donovan
Ensure all legal requirements, licences and relevant qualifications are in place	October 24	D Donovan
Complete Health & Safety requirements for event in line with Purple Guide	October 24	Same as mini market Info Officer to complete
Complete Risk Assessment – Same as mini market, Info Officer will submit		
Implement required control measures identified on Risk Assessment - Info officer will submit		

Appoint people to necessary roles – Event Organiser/ First Aiders/ Fire Marshals/ etc. Event organisers Debbie & Karen, In house, Caretakers will cover first aid & fire marshalling		
Develop marketing plan for the event – see report, PR officer to publish	October 24	
Write report with full event plan for Committee approval	October 24	D Donovan
Engage relevant internal and external stakeholders - Stall holders		D Donovan & K Bray
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	October 24	D Donovan
Liaise with Officers to progress required purchases – None required		
Complete Event Plan file**		
Officer to review and approve event plan file – Working with Karen		

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.

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Committee:	CCE	Agenda Item:	CCE482
Meeting date:	12 th November 2024	Authors:	Cllr. Deborah Donovan
Subject:	TWO EVENTS 1.Careers Fair 2.Youth Mayor's Gala Luncheon		
Purpose:	To NOTE		

Recommendation(s):

TO NOTE THAT THE FOLLOWING EVENTS MAY BE SUPPORTED WITH A COMMUNITY GRANT

1. A Business Careers Fair
2. An end of role, gala luncheon to highlight the Youth Mayor's position

1. Background

A Business/ Careers Fair

Peacehaven Community School will organise the event and will be supported by PTC, through a possible community grant, and the Mayor.

In the Mayor's opening speech when she accepted the role she wanted to highlight local businesses and work with Peacehaven Secondary School (PCS) by organising a careers fair. During her speech made at a recent Chamber of Commerce meeting she advised that she was in talks with PCS to arrange such an event.

Subsequently, the arrangements have moved on;

The date proposed is January 14th 2025 to run throughout the day at PCS.

Interested businesses / prospective employers can set up their area from 8.30am in the school's main hall.

The cost of exhibiting will be just £10 per company – this contribution would cover the cost of refreshments during the course of the day, although a packed lunch is also recommended!

A programme nearer the event will be issued by PCS, which would include visits from all appropriate year groups.

If certain businesses would like to give a separate talk or run a workshop this can be arranged with PCS.

The Mayor's role in the organisation of the event:

1. To give a talk at the Chamber of Commerce to encourage companies to register.
2. To support with booking prospective employers/businesses
3. To meet & greet on the day with the Deputy Head, Josie Turner

A follow-on event from the Careers Fair – A Gala Luncheon, hosted by the Youth Mayor

An end of role event for the Youth Mayor, Amber Cullip-Cross.

Amber will focus on highlighting her position by organising a gala luncheon for the business sector.

PCS Year 10 GCSE FT students will plan, prepare, cook and serve a delightful luncheon to our businesses. This proposal has been agreed by the Deputy Head, Josie Turner and the Food Tech department at PCS. Spaces are limited to 13 tickets

The date assigned is Thursday 27th February 2025

Venue: Peacehaven Secondary School (Conference Suite)

Arrival at 1.00pm to sit down at 1.30pm

A suggested ticket price is £20, with the proceeds to The Peacehaven Community Supermarket. The Youth Mayor is in full support of this proposal.

The Mayor's role in the organisation of this event:

1. To approach the Chamber of Commerce and local companies to promote the event

2. Options for Council

These two events will be Mayoral and PTC supported potentially with the PTC Community Grant, to enhance the awareness of both our local business sector and our local secondary school. I hope in delivering these events it will help the students to decide which career path they might like to take and at the same time show what abilities in planning and delivering a luncheon for VIP's the students have.

I would like these to become annual event as it is important for our young people to have a voice and for our businesses to be recognised.

3. Reason for recommendation

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

I would work with the Youth Mayor to mainly promote these events to the business sector and it will highlight a better understanding of what the youth mayor role entails, in a more relaxed environment.

4. Expected benefits

a. The community

Awareness and connecting with potential employers

b. The environment

c. Other

5. Event Specific Details

a. Purpose of the event

1. To raise awareness and promote the role of the Youth Mayor
2. To give PCS the opportunity to showcase the year 10 GCSE food tech students
3. For our businesses to connect by advertising their companies and to advise possible career paths

b. How will the event be funded

The Careers fair – A PTC Community Grant has been applied for.

The Meal – A PTC Community Grant has been applied for.

c. What resources are needed

The Information and Events Officer to help support selling tickets via the online booking system (set up and managed by PCS).

d. Officer time required

As per item c.

e. Timescale to organise event

PCS organising

f. Marketing information

i. What digital marketing will be required?

To be advised

ii. What physical/ print marketing will be required?

None

iii. What key information will need to be on the event poster?

To be advised

iv. What organisation logos need to be on the marketing?

Once decided on content, PTC & PCS plus the businesses taking part

v. When will the marketing need to begin?

To be advised

6. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	
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	

7. Appendices – Risk assessment will be carried out – PCS to arrange

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Committee:	CCE	Agenda Item:	CCE483
Meeting date:	12 th November 2024	Authors:	Cllr. Deborah Donovan
Subject:	Mayoral Event – a combined Line and Barn Dance		
Purpose:	To raise funds		

Recommendation(s):

To note the cost of £30 from the Mayor's Charity budget (this is the clear up cost for 1 caretaker)

1. Background

To raise funds for my charity & raise the awareness.

2. Options for Council

To accept this recommendation for a social community event which will be cost free to council. The Line Dancing Company have offered to deliver the event free of charge, with a ticket price of £8 to help raise funds for the Peacehaven Community Supermarket. The Mayor's volunteers will also run a raffle and fancy-dress competition. Any monies collected & raised will be handed over to PTC for the Mayor's fundraising account. This event will take place on Saturday 1st March 2025. From 7.30pm – 10.00pm with a bring your own food & drink option to maximise funds.

Reason for recommendation

Mayoral fundraising event – to help raise the awareness of the Peacehaven Community Supermarket and the need to raise much needed funds.

3. Expected benefits

a. The community

Definitely

b. The environment

Using local entertainers

c. Other

To bring the community together for a social event.

To be organised by the Mayor's volunteers.

Information officer to sell tickets

4. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	One hour caretakers fee (please advise me of the sum)
5.4 Time scales	7.30pm – 10.00pm volunteers will help to clear up
5.5 Stakeholders & Social Value	Promoting volunteer sector and local business
5.6 Contracts	Free of charge
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	Same as barn dance
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

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Committee:	CCE	Agenda Item:	CCE484
Meeting date:	November 12 th 2024	Authors:	INFORMATION AND EVENTS OFFICER
Subject:	Events Update		
Purpose:	To update committee		

Recommendation(s):

To **note** the report

Children's Christmas Party

- CCE committee agreed to hold the party in the main hall with entertainment, on Friday 20th December 2024.
- 60 tickets have sold to date.
- The event looks like it will be able to run at zero cost to the council and may even be able to run at a small profit towards the mayor's charities.
- A call for Councillors to volunteer and help during the party.

Carol Concert

- CCE committee agreed to a carol concert in the main hall on Friday 13th December 4pm-6pm 2024.
- Tickets are selling slowly, advertising were ramped up from 1st November
- Local mayors and dignitaries have been invited.
- The café will be open for refreshments and mince pies and biscuits which will be served by volunteers of evangelical church.
- A call for volunteers to hand out hymn sheets and to direct people to seats

Agreed PTC / PTC supported / Civic / Mayoral Events

2024

Date	Time	Event	Location
Friday 22 nd November	9am – 12pm	Pre-loved Bag Sale	Community House Foyer
Friday 13 th December	4pm – 6pm	Carol Concert	Main Hall
Wednesday 18 th December	2pm – 4pm	Christmas Jazz	Main Hall
Friday 20 th December	5pm – 7pm	Children's Christmas Party	Main Hall

2025

Date	Time	Event	Location
Saturday 1 st March	7.30pm – 10.00pm	Line and Barn Dance Event	Main Hall
Saturday 10 th May	TBC	Mayor of Peacehaven's Reception	Main Hall

Proposed PTC / PTC supported / Civic / Mayoral Events

Date	Time	Event	Location
Tuesday 14 th January 2025	TBC	Business / Careers Fair	PCS
Thursday 27 th February 2025	From 1pm	Gala Luncheon	PCS
Saturday 29 th March 2025	9am – 5pm	Easter Crafts Fair	Main Hall
Thursday 8 th May 2025	TBC	VE Day 80	War Memorial



Peacehaven Town Council

Event Review Form

Event:	Children's Halloween Party		
Date of Event	25/10/2024	Date of meeting	12/11/2024
Committee	CCE	Agenda Item	CCE485
Report Author(s)	Information and Events Officer		

Summary of event

The CCE committee agreed to hold a Halloween event on Friday 25th October from 4pm-5.30/6pm. It was agreed to the event being a scavenger hunt in the big park, and craft and activities at the café at Centenary Park.

The event was for 40 children and was a sellout.

The event had many activities these included lots of crafting, decorating biscuits and cakes, games and dancing. a short walk around the park for a small hunt, maps for the children to find and ghost stories.

Cllr. Ian Alexander supplied all the Halloween decoration, so thank you to him Cllr W Veck, Cllr A Harman and for all the help

Special guest Mayor Peacehaven Cllr D Donavon, who opened the event, the Mayor's consort Rhianon, and the Youth Mayor Amber Cullip-Cross.

Thank you to volunteers the PR Officer Steph Georgalakis, Andy Picton and Maise Dawes for their help and a huge thank you to the café and Nicola for putting up with us taking over the café

Financial

Income 40 tickets @ £4 each	£160
Expenditure Sweets, biscuits, cakes, arts & crafts £57.69 Staff costs £102	£159.69
Total Surplus	£0.31

Number of people at event	40 children + parents/guardians/carers
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Officers report

The Halloween event went really well. On arrival the children were given the option of the scavenger hunt first or crafting. Lots of children did manage to find what was on the list to find, and seemed very pleased with themselves. And inside the café we had lots of activities for the children to play - painting lanterns and pebbles, a crafting table, 2 large tablese full of sweets to decorate biscuits and cakes to take home. We also had a surprise in the box game, outdoor games (noughts and crosses, hoopla, throw-the-ball-into-the-bucket, and knock-the-tins-down). Each child went home with a sweet goodie bag.

Councillor's report

I thought the event was really well advertised and attended. There was lots of activites to keep the children engaged. The cafe was a great idea as it meant the Council Supported small business and didn't have to worry about catering for the event - genius! There was a huge amount of work put in by Karen who volunteered her time to ensure the event ran smoothly. The children really enjoyed it, especially the lanterns.

Climate change / sustainability factors

Will look into sustainable glitter.

Social value/ impact factors

The kids really enjoyed themselves. The use of outside meant that the kids had lots of exercise and were able to 'let off steam' Great for making new friends.

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

More games and activities, the option of fancy dress (with a competition), and longer hours.

Community

and

Business

Plan



Our vision:

Peacehaven aims to be a sustainable environment providing a good quality of life for all residents and visitors.

Our mission:

To ensure Peacehaven remains a thriving community and a healthy, sustainable, attractive, resilient place to work, live and visit. To encourage vibrant retail and cultural development that blends with our special and distinctive environment. To listen to our community and encourage residents to engage, educate and evaluate us



Peacehaven Cliffs



Parks & Open Spaces



Community



Introduction

Peacehaven Town Council provides a range of local services and community facilities. The current population is about 15,700 living to the East, West and North of a central point, which is the Meridian Centre. Peacehaven is a growing town located between Newhaven to the East (with a ferry link to Europe) and the City of Brighton & Hove to the West. Peacehaven has a diverse age demographic with young families moving into the area alongside an elderly generation that has always lived in the town.

With the growth of the town, Peacehaven needs to embrace opportunities, overcome challenges and pull together as a community to make it a town to live, work and enjoy together.



Peacehaven Town Council is responsible for:

- Maintenance of allotments, some bus shelters, the Peacehaven & Telscombe War Memorial, several local parks, green spaces, sports and recreational facilities
- Provision of grants for local projects and organisations, and halls for social clubs and meetings
- Hosting local events for the benefit of the Community
- Peacehaven's lowest tier of government is the Peacehaven Town Council which has a statutory right to be consulted on local planning, highways and other amenities.

Core Values

Increasing pressures on finances mean that it is more important than ever that Peacehaven Town Council focuses on the things that matter most to Peacehaven. The following priorities aim to ensure that we gain the most use from our resources.

Empowering and supporting the community

Support a resilient, inclusive, and healthy community, tackle inequalities, and promote the safety of the community.

Growing the economy sustainably

Work with others to support sustainable growth and a strong community, ensure Peacehaven is a great place to invest in, live, work, and visit, and that Peacehaven Town Council is committed to being a responsible employer.

Helping children and young people

Support and inspire children and young people to raise their aspirations and reach their full potential.

Improving the quality of life for residents and visitors to Peacehaven

Endeavour to address the needs of residents within the resources and powers available to Peacehaven Town Council.

Supporting residents in need

Provide support in times of need and improve quality of life.

Valuing the environment

Promote sustainability and nature recovery, improve our infrastructure, safeguard our heritage and biodiversity.



Civic & Community Events Committee

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		

Date Received	Method of contact	Area	Category	Details of Complaint	Actions taken	Current Status	Day system taken to closure
				0	0		

Committee:	Community & Civic Events
Start Date:	03/09/2024
End Date:	04/11/2024
Status:	All