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**DRAFT Minutes of the meeting of the Community House Sub-Committee held in the Anzac room, Community House on Thursday 18<sup>th</sup> April 2024 at 7.30pm**

**Present:**

Cllr Griffiths (Chair), Cllr Davies (Vice Chair), Cllr Veck, Cllr Campbell, Cllr David Seabrook, Cllr Donovan, Cllr Gallagher.

**Officers:** Zoe Malone (RFO), Zoe Polydorou (Meetings & Projects Officer)

There were no members of the public in attendance.

**CH061 CHAIR'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, and announced the following:-

Dr Bike on Saturday 20<sup>th</sup> April in Centenary Park 10am – 12pm  
Cinema on Wed 24<sup>th</sup> April 7:30pm Boys in the Boat.

The Chair briefly ran through the building fire procedure and asked for phones to be on silent.

**CH062 PUBLIC QUESTIONS**

There were no public questions.

**CH063 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There were no apologies received.

**CH064 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

**CH065 TO ADOPT THE MINUTES FROM THE 15<sup>TH</sup> February 2024**

It was proposed to adopt the minutes from the 15<sup>th</sup> February 2024.

Proposed by: Cllr Campbell    Seconded: Cllr Davies

All voted in favour.

The minutes were **approved** and signed as accurate.

Cllr Veck arrived at 19:33

**CH066 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN**

The RFO explained that for item 2 – Main Hall Heating System, the lead time is currently approximately ten weeks.

It was proposed that completed items to be removed from the action plan and to be listed underneath.

Proposed by: Cllr Griffiths

Seconded by: Cllr Donovan

All voted in favour.

**CH067 TO RECEIVE A REPORT FROM THE FIRE SURVEY REPORT TFG**

The Responsible Financial Officer (RFO) summarised the report.

Cllr. Gallagher explained it was useful that two caretakers were at the fire survey site meeting, and that the meeting helped explain the need for fire doors that it help explain compartmentalisation, and reminded committee that this is a ground floor building.

The RFO agreed to send the annual fire risk assessment of the building to Sub Committee and TFG members, and that it expires June 2024.

The report was **noted**.

#### **CH068 TO RECEIVE A VERBAL REPORT ON THE PROGRESS OF THE CARBON SURVEY**

The RFO explained the survey was completed on Tuesday 9<sup>th</sup> April and is expecting the report in the next two weeks, which will be passed on to the committee.

The report was **noted**.

#### **CH069 TO DISCUSS REQUIREMENTS FOR CCTV IN COMMUNITY HOUSE**

Cllr Veck explained that the need for CCTV is to do with licence conditions, and that active CCTV is required over both doors and outside, which is vital as the outside CCTV is turned off, and the lone working policy is affected.

Members summarised that, in terms of the licence, CCTV is needed inside, with one camera out to the car park; and that there is a need for more in terms of theft issues.

The RFO agreed to return to committee with the number of cameras needed.

The RFO confirmed there is no budget, that the finance may come from neighbourhood CIL, which would be confirmed after 26<sup>th</sup> April.

Members discussed data protection, the requirement of holding a CCTV licence to operate the CCTV, and that appropriate signage would be a requisite.

The report was **noted**.

#### **CH070 TO CONFIRM THE DATE OF NEXT MEETING**

The next meeting was **confirmed** for Thursday 14<sup>th</sup> May 2024

*There being no further business, the meeting closed at 19:49.*