

George Dyson  
Town Clerk

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



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

## **Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 11<sup>th</sup> March 2025 at 7.30pm**

Present: Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Studd, Cllr Donovan, Cllr Wood, Cllr Sharkey, The Youth Mayor, and Deputy Youth Mayor.

**Officers:** George Dyson (Town Clerk), Karen Bray (Information & Community Facilities Officer)

There were no members of the public in attendance.

### **1. CCE514 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed everyone, read out a statement on Civility & respect, ran through the building fire procedures, asked that phones be put onto silent, and informed Committee of the following upcoming events;

- Next Bingo is 12<sup>th</sup> March 2025.
- Next Quiz night is 5<sup>th</sup> April 2025.
- Last Welcome Café is 31<sup>st</sup> March 2025.

The Chair asked that any pictures related to the Civic & Events Committee's work from the past year be sent to the Information & Community Facilities Officer for a montage for the next Committee meeting.

The Chair also made a request for cakes to be brought in for the VE Day celebration.

On 10<sup>th</sup> May 2025, the Mayor has her Civic Reception and has requested any buckets, spades, or anything beach themed for decorating the event.

### **2. CCE515 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 no public questions.

### **3. CCE516 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

There were no apologies for absence. Cllr Ashby-Parkin was absent.

### **4. CCE517 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

### **5. CCE518 TO ADOPT THE MEETING MINUTES OF 28TH JANUARY 2025**

Cllr Donovan queried the outcome of the Full Council decision on the Easter Craft Fair, which the Chair clarified.

**Proposed by:** Cllr Sharkey

**Seconded by:** Cllr Studd

The minutes of the 28<sup>th</sup> January 2025 were **agreed** and **adopted**.

### **6. CCE519 TO RECEIVE AN UPDATE FROM THE YOUTH AND DEPUTY YOUTH MAYOR**

The Youth Mayor and Deputy Youth Mayor updated Committee with some of the events they have attended and meetings they have been involved with, including making contact with the charity they would like to support, which is Mind.

Cllr Donovan updated Committee about some of the upcoming events the Youth Mayor & Deputy Youth Mayor have attended and that a new Youth Mayor badge is being looked into.

The Chair advised the Youth Mayor & Deputy Youth Mayor about allocating funds from the Youth Mayor budget.

## **7. CCE520 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET**

Cllr Donovan queried a September Salaries payment being taken out of the Mayor's fundraising income, the Clerk will clarify with the RFO.

Committee **noted** the budgetary update.

## **8. CCE521 TO AGREE THE CIVIC VE DAY 80 EVENT UPDATE REPORT**

Cllr Donovan advised that the Meetings & Projects Officer met yesterday, and a request has gone out to the TFG to meet soon to go through the plans, as well as summarising the report to the Committee.

It was proposed that Committee agree to hold the events as per the report recommendation.

Proposed by: Cllr Harman                      Seconded by: Cllr Donovan  
Committee **resolved** to **agree** to this proposal.

## **9. CCE522 TO NOTE THE CIVIC RECEPTION UPDATE REPORT**

Cllr Donovan summarised the report, and that the Meetings & Projects Officer is in the process of sending out invitations, however, it is noted that the date clashes with Telscombe. The response so far has been going well. Cllr Studd also highlighted that the date is the day after the Seahaven Business Awards.

The theme is Murder Mystery, a buffet will be provided, and the event is bring your own bottle.

Committee **noted** the report.

## **10. CCE523 TO NOTE NUMBERS ON THE VOLUNTEERS LIST**

The Information & Community Facilities Officer advised that there are currently 14 volunteers.

Committee **noted** the report.

## **11. CCE524 TO DISCUSS AND AGREE THE FUTURE OF THE WELCOME CAFÉ**

Cllr Veck gave an overview of how the Welcome Café has been going, and that numbers are now in decline as the weather is now improving, and that it might be sensible to stop the café as originally planned at the end of March, with a view to restart it in the Autumn.

Committee discussed the options relating to the Welcome Café, including the work that goes into running it, whether continuing to offer Tea & Coffee as a 'help yourself' service instead could be an option, that the Friday Coffee morning is still taking place, and considering the people who will miss the café when it does finish.

It was proposed that the Welcome Café end, as planned, at the end of March and that it come back to Committee in the first meeting of September 2025 to consider restarting it.

**Proposed by:** Cllr Donovan                      **Seconded by:** Cllr Sharkey  
The Committee **resolved** to **agree** to this proposal.

It was further proposed that the surplus funds from the Welcome Café be donated to Havens Community Hub to support their Community Food fundraising efforts.

**Proposed by:** Cllr Veck                              **Seconded by:** Cllr Harman  
The Committee **resolved** to **agree** to this proposal.

## **12. CCE525 TO NOTE THE BUSINESS PLAN**

The Chair summarised the business plan items relating to the Committee.

Committee **noted** the business plan.

## **13. CCE526 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):**

### **a. Inclusion Working Group**

The Chair advised Committee that the TFG has not met yet, but will be doing so soon.

### **b. VE DAY 80 TFG**

The TFG is due to meet soon.

## **13. CCE527 TO NOTE THE EVENTS CALENDAR**

The Chair ran through the events calendar.

Cllr Donovan advised that there wasn't a flag raising for international Women's day as the calendar suggests as there isn't a flag, however, did raise a flag for Commonwealth Day.

The Committee **noted** the events calendar.

## **15. CCE528 TO NOTE THERE ARE NO COMPLAINTS ON THE CCE COMPLAINTS LOG**

Committee **noted** that there were no new complaints on the complaints log.

## **16. CCE529 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED**

The Chair ran through the Action Plan and the Information and Community Facilities Officer gave an update on the planning of the Summer Fair.

Committee **noted** the Action Plan.

## **17. CCE530 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 29<sup>TH</sup> APRIL 2025**

The next meeting was confirmed as 29<sup>th</sup> April 2025.

*There being no further business, the meeting was closed at 20:05*