

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.**

4th March 2025

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 11th March 2025 commencing at 7.30pm

A handwritten signature in black ink, appearing to read "G Dyson", is written over a horizontal line.

**George Dyson
Town Clerk**

AGENDA

- 1. CCE514 CHAIRMAN'S ANNOUNCEMENTS**
- 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
- 3. CCE516 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**
- 4. CCE517 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**
- 5. CCE518 TO ADOPT THE MEETING MINUTES OF 28TH JANUARY 2025**
- 6. CCE519 TO RECEIVE AN UPDATE FROM THE YOUTH AND DEPUTY YOUTH MAYOR**
- 7. CCE520 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET**
- 8. CCE521 TO AGREE THE CIVIC VE DAY 80 EVENT UPDATE REPORT**
- 9. CCE522 TO NOTE THE CIVIC RECEPTION UPDATE REPORT**
- 10. CCE523 TO NOTE NUMBERS ON THE VOLUNTEERS LIST**
- 11. CCE524 TO DISCUSS AND AGREE THE FUTURE OF THE WELCOME CAFÉ**
- 12. CCE525 TO NOTE THE [BUSINESS PLAN](#)**
- 13. CCE526 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):**
 - a. Inclusion Working Group**

b. VE DAY 80 TFG

14. CCE527 TO NOTE THE EVENTS CALENDAR

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

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

17. CCE530 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 29TH APRIL 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 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 Parker.

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

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Civic Events</u>							
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	915	1,500	585		585	61.0%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	421	1,200	779		779	35.1%	
4336 Civic Service	53	500	447		447	10.7%	
4338 Remembrance Services	607	1,000	393		393	60.7%	
4339 National Mourning	0	500	500		500	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	1,996	6,650	4,654	0	4,654	30.0%	0
Net Income over Expenditure	(3,694)	(8,150)	(4,456)				
6000 plus Transfer from EMR	1,701	0	(1,701)				
Movement to/(from) Gen Reserve	(1,993)	(8,150)	(6,157)				
<u>120 Marketing</u>							
1047 Other Event Income	614	0	(614)			0.0%	
1048 E-News Advertising	0	100	100			0.0%	
1049 Banner Board	2,832	1,500	(1,332)			188.8%	
1051 A1 Boards	360	0	(360)			0.0%	
1301 Filming	800	1,000	200			80.0%	
1360 ArtWave Registrations	650	0	(650)			0.0%	
1361 ArtWave Sales	9	0	(9)			0.0%	
Marketing :- Income	5,265	2,600	(2,665)			202.5%	0
4352 Annual Report	84	100	16		16	84.2%	
Marketing :- Direct Expenditure	84	100	16	0	16	84.2%	0
4306 Printing	156	300	144		144	52.0%	
4328 Website	540	2,000	1,460		1,460	27.0%	
4329 Advertising	125	500	375		375	25.0%	125
4360 Art Wave 2024	632	0	(632)		(632)	0.0%	
4361 ArtWave Card Charges	7	0	(7)		(7)	0.0%	

28/02/2025

Peacehaven Town Council

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Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4502 Events	851	500	(351)		(351)	170.3%	773
Marketing :- Indirect Expenditure	<u>2,311</u>	<u>3,300</u>	<u>989</u>	<u>0</u>	<u>989</u>	<u>70.0%</u>	<u>898</u>
Net Income over Expenditure	<u>2,869</u>	<u>(800)</u>	<u>(3,669)</u>				
6000 plus Transfer from EMR	898	0	(898)				
Movement to/(from) Gen Reserve	<u>3,767</u>	<u>(800)</u>	<u>(4,567)</u>				
Grand Totals:- Income	5,320	2,600	(2,720)			204.6%	
Expenditure	6,144	11,550	5,406	0	5,406	53.2%	
Net Income over Expenditure	<u>(825)</u>	<u>(8,950)</u>	<u>(8,125)</u>				
plus Transfer from EMR	2,599	0	(2,599)				
Movement to/(from) Gen Reserve	<u>1,774</u>	<u>(8,950)</u>	<u>(10,724)</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	07/10/2024		Cashbook	JAZZ		5.00
7	07/10/2024		Cashbook	QUIZ		5.00
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	16/10/2024		Cashbook	JAZZ		10.00
7	16/10/2024		Cashbook	CAROL CONCERT		2.00
7	23/10/2024		Cashbook	CAROL CONCERT		2.00
7	31/10/2024		Cashbook	BINGO		180.00
7	13/09/2044	372	Journal	DONATION FROM JULIE BASHAM		4.50
7	13/09/2044	372	Journal	DONATION FROM JULIE BASHAM	0.08	
8	17/10/2024	CC3	Cashbook	BINGO BISCUITS	39.98	
8	04/11/2024		Cashbook	QUIZ NIGHT		15.00
8	07/11/2024		Cashbook	QUIZ		30.00
8	08/11/2024		Cashbook	JAZZ		5.00
8	11/11/2024		Cashbook	QUIZ		40.00
8	11/11/2024		Cashbook	QUIZ		10.00
8	12/11/2024		Cashbook	JAZZ		10.00
8	12/11/2024		Cashbook	CAROL CONCERT		3.00
8	12/11/2024		Cashbook	CAROL CONCERT		3.00
8	12/11/2024		Cashbook	QUIZ		80.00
8	12/11/2024		Cashbook	JAZZ		5.00
8	12/11/2024		Cashbook	CAROL CONCERT		6.00
8	12/11/2024		Cashbook	JAZZ		10.00
8	14/11/2024		Cashbook	QUIZ		20.00
8	14/11/2024		Cashbook	QUIZ		5.00
8	20/11/2024		Cashbook	QUIZ		5.00
8	20/11/2024		Cashbook	QUIZ		20.00
8	20/11/2024		Cashbook	CAROL CONCERT		10.00
8	21/11/2024		Cashbook	QUIZ		10.00
8	21/11/2024		Cashbook	QUIZ		5.00
8	21/11/2024		Cashbook	JAZZ		10.00
8	22/11/2024		Cashbook	BAG SALE DONATION		8.00
8	26/11/2024		Cashbook	DONATION		10.00
8	26/11/2024		Cashbook	JAZZ		25.00
8	26/11/2024		Cashbook	CAROL CONCERT		2.00
8	26/11/2024		Cashbook	QUIZ		5.00
8	26/11/2024		Cashbook	QUIZ		25.00
8	26/11/2024		Cashbook	DONATION		3.00
8	26/11/2024		Cashbook	JAZZ		10.00

A/c Code 506 Mayor's Appeal

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
8	26/11/2024		Cashbook	BINGO		72.00
8	26/11/2024		Cashbook	QUIZ		50.00
8	26/11/2024		Cashbook	JAZZ		20.00
8	26/11/2024		Cashbook	CAROL CONCERT		3.00
8	26/11/2024		Cashbook	QUIZ		19.00
8	26/11/2024		Cashbook	MAYORS BAG SALES		56.20
8	26/11/2024		Cashbook	TEA & COFFEE DONATIONS		5.39
8	28/11/2024		Cashbook	CAROL CONCERT		10.00
8	28/11/2024		Cashbook	JAZZ		5.00
8	28/11/2024		Cashbook	MAYORAL DONATION		75.00
8	29/11/2024		Cashbook	JAZZ		5.00
8	29/11/2024		Cashbook	CAROL CONCERT		1.00
8	29/11/2024		Cashbook	DONATION		10.00
8	29/11/2024		Cashbook	DONATION		10.00
8	29/11/2024		Cashbook	QUIZ RAFFLE		202.00
8	29/11/2024		Cashbook	CAROL CONCERT		2.00
9	02/12/2024		Cashbook	CAROL CONCERT		3.00
9	02/12/2024		Cashbook	MAYORS DONATION LIONS CLUB		1,000.00
9	03/12/2024		Cashbook	CAROL CONCERT		3.00
9	03/12/2024		Cashbook	CAROL CONCERT		3.00
9	03/12/2024		Cashbook	INPUT TWICE IN ERROR	3.00	
9	06/12/2024		Cashbook	JAZZ		5.00
9	10/12/2024		Cashbook	JAZZ		10.00
9	13/12/2024	BACS13	Cashbook	SALTDEAN JAZZ BAND	120.00	
9	13/12/2024		Cashbook	JAZZ		5.00
9	13/12/2024		Cashbook	JAZZ		10.00
9	15/12/2024		Cashbook	JAZZ		5.00
9	16/12/2024		Cashbook	JAZZ		5.00
9	17/12/2024		Cashbook	CAROL CONCERT		11.00
9	17/12/2024		Cashbook	BINGO		206.00
9	17/12/2024		Cashbook	BINGO RAFFLE		40.00
9	17/12/2024		Cashbook	CAROL CONCERT DONATIONS		130.00
9	17/12/2024		Cashbook	JAZZ		25.00
9	17/12/2024	JAZZ	Cashbook	JAZZ		10.00
9	17/12/2024		Cashbook	JAZZ		10.00
9	17/12/2024		Cashbook	JAZZ		20.00
9	31/12/2024		Cashbook	JAZZ RAFFLE		130.60
9	31/12/2024		Cashbook	JAZZA		45.00
9	31/12/2024		Cashbook	BOOK SALES		87.59
10	06/12/2024	CC4	Cashbook	CAKES FOR JAZZ	34.43	
10	12/12/2024	CC2	Cashbook	CAROL CONCERT	19.16	
10	21/01/2025		Cashbook	EVANGELICAL DONATION		125.00
10	22/01/2025		Cashbook	BINGO		8.00
10	24/01/2025		Cashbook	BARN DANCE		18.00
10	24/01/2025		Cashbook	QUIZ		10.00

A/c Code 506 Mayor's Appeal

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
10	27/01/2025		Cashbook	BARN DANCE		24.00
10	28/01/2025		Cashbook	QUIZ		30.00
10	30/01/2025		Cashbook	BINGO		195.00
10	30/01/2025		Cashbook	QUIZ		40.00
10	30/01/2025		Cashbook	LINE DANCING		18.00
10	30/01/2025		Cashbook	QUIZ		10.00
10	31/01/2025		Cashbook	QUIZ		10.00
10	31/01/2025		Cashbook	LINE DANCING		36.00
10	31/01/2025		Cashbook	QUIZ		10.00
11	03/02/2025		Cashbook	LINE DANCING		6.00
11	05/02/2025		Cashbook	QUIZ		40.00
11	06/02/2025		Cashbook	QUIZ		15.00
11	11/02/2025		Cashbook	line dancing		30.00
11	11/02/2025		Cashbook	quiz		25.00
11	20/02/2025		Cashbook	QUIZ		25.00
11	26/02/2025		Cashbook	LINME DANCING		450.00
11	26/02/2025		Cashbook	BINGO		245.00
11	26/02/2025		Cashbook	QUIZ		10.00
11	26/02/2025		Cashbook	QUIZ		117.00

Account Mayor's Appeal

Account Totals

2,057.43

7,512.91

Centre

Net Balance Month 12

5,455.48

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Community House,
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Committee:	CCE	Agenda Item:	CCE521
Meeting date:	11 th March 2025	Authors:	Meetings & Projects Officer
Subject:	VE DAY 80		
Purpose:	To agree the details of the event		

Recommendation(s):

To agree the details of the event

1. Background

The event is due to take place on THURSDAY 8TH MAY 2025. Cllr and volunteers will be asked to help at both events to help serve the refreshments.

Morning event

- Residents to gather at the war memorial park at around 8.30am for free refreshment.
- Raising of the flag at 9am
- A speech from the Mayor of Peacehaven
- Readings from the local reverend (and possibly the Town Crier if he is present)
- Local schools and nurseries have been invited to attend and lay a cross or a homemade wreath if they would like, and to say a poem or a reading
- There may be a proclamation from the Town Crier*
- The Peacehaven Town Council marquee will be used
- At the last VE Day 80 meeting it was suggested that PTC ask residents or the WI, to make cakes to give out with the free refreshments.
- The event will finish by around 9:15am.

Evening event

- Residents to join the mayor at the war memorial in Meridian Park at 9.30pm for lighting of the beacon
- There may be a proclamation from the Town Crier*
- There may be a choir**
- Mr and Mrs Redman from the RBL have kindly said that they will serve refreshments for residents, and provide a marquee
- The Parks Officer will support

*In line with the official VE Day 80 guidelines, the proclamation should be at the evening event. However, depending on the Town Crier's availability, this may happen at the morning event instead.

**Organisations are in the process of being contacted.

2. Options for Council

To agree to the two events.

To agree to not holding the events.

3. Reason for recommendation

The Pageantmaster encourages “..everyone to take part...” **Expected benefits**

To unite the community.

4. Event Specific Details

5.1 Purpose of the event	“...VE Day 80 is not only a tribute to those who fought for freedom but also a powerful reminder of the resilience and unity that have defined our country ever since...”. https://ve80.com/
5.2 How will the event be funded	Officers will support with the event during working hours. Donations of cakes will be requested, but any additional refreshments can come from the Civic Events fund.
5.3 What resources are needed	Refreshments, marquee, flag, a PTC wreath.
5.4 Staff time required	PR Relations and Information Officer time for a call for cakes donations. Parks Officer and grounds team time to set up the marquee and Parks Officer time to light the beacon. Meetings & Projects Officer time to help administer the event.
5.5 Timescale to organise event	Started preparations and discussions at the end of 2024.

5.6 Marketing	
5.6i Will print marketing be required?	Yes
5.6ii What key information will need to be on the event poster?	The date, time and location of the events, and brief summary of what’s involved.
5.6iii What organisation logos need to be on the marketing?*	PTC, RBL.
5.6iv When will marketing need to begin?	Approx. 1 month before.

*Where other organisations/ third parties are involved, please ensure contact details for them are also forwarded onto the Public Relations Officer once this report has been agreed at Committee.

5. Implications

6.1 Legal	Risk Assessments will be required
6.2 Risks	
6.3 Financial	Civic Events Budget
6.4 Time scales	Event will be on 8 th May
6.5 Stakeholders & Social Value	PTC, RBL and residents
6.6 Contracts	
6.7 Climate & Sustainability	

6.8 Crime & Disorder	
8.9 Health & Safety	Risk Assessment will be required.
6.10 Biodiversity	
6.11 Privacy Impact	
6.12 Equality & Diversity	All invited and accessible to all

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
7.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
7.2 Growing the economy sustainably	<input type="checkbox"/>
7.3 Helping children and young people	<input checked="" type="checkbox"/>
7.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
7.5 Supporting residents in need	<input type="checkbox"/>
7.6 Valuing the environment	<input type="checkbox"/>

7.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

- a. Event Checklist
- b. Event Costs

George Dyson
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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)	Jan 2024	Information & Community Officer

Committee Stage – Initial approval

Item	Date Completed	Completed by
Present report and idea for event to Committee for approval	11.03.25	Meetings & Projects Officer
IF NECESSARY – form a TFG at Committee to develop plans	12 th November 2024	CCE480
Consider finance sources (which budget / grants)	February 2025	Meetings & Projects Officer

Planning Stage

Item	Date Completed	Completed by
Put together full event plan, including timings and resources	Jan 2024	Information & Community Officer
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.

Event: VE Day 80

Date: 8th May 2025

Expenditure

Item	Cost	Qty	Total
Flag	£24.00	1	£24.00
Cakes and biscuits, teas and coffees	£20.00	1	£20.00
Parks Officer Time	£25.00	2	£50.00
Marquee in the morning	£0.00	1	£0.00
Wreath (there is already 1 available)	£0.00	1	£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00

TOTAL			£94.00
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Income

Item	Cost	Qty	Total
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00

TOTAL			£0.00
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Totals

Surplus/Defecit			-£94.00
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George Dyson
Town Clerk

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Community House,
Meridian Way,
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BN10 8BB.

Committee:	CCE	Agenda Item:	CCE522
Meeting date:	11 th March 2025	Authors:	Meetings & Projects Officer
Subject:	CIVIC RECEPTION 2025		
Purpose:	To update Committee on the event		

Recommendation(s):

To **note** the event

1. Background

The Civic Reception 2025's theme is a murder mystery event, and is due to take place on Saturday 10TH MAY 2025 starting at 7pm.

A cheque will be raised from the Mayor's fund, for the value of money raised by the mayor throughout her term, and a presentation will take place before the event commences to the SCDA, The Peacehaven community supermarket.

Additional presentations will be made by way of thanks to the Mayor's volunteers.

The murder mystery event should start by 7.30pm.

Outside caterers have been booked to provide a buffet style meal, and dietary requirements will be taken into account. PTC will supply teas and coffees, and for any other drinks guests will bring their own.

2. Options for Council

To note the event.

3. Reason for recommendation

To confirm that the report has been noted.

Expected benefits

A fun evening for all guests to enjoy.

4. Event Specific Details

5.1 Purpose of the event	An opportunity for the Mayor to thank both staff, councillors, local organisations, businesses and guests who have supported her throughout her term.
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5.2 How will the event be funded	Through the Civic Event fund
5.3 What resources are needed	The Hall, Foyer and Kitchen, Copper Room, tables and chairs, tablecloths, decorations, cups.
5.4 Staff time required	PR Relations Officer to produce the invitation. Information Officer time to arrange the event details. Meetings & Projects Officer time to help administer the event, and work with the Mayor on a suitable seating plan, place settings (to be made) for each table, and tables dressed with white table cloths. Decorating of the hall to be carried out by caretakers on the day.
5.5 Timescale to organise event	Started preparations and discussions at the end of 2024.

5.6 Marketing	
5.6i Will print marketing be required?	A few email invites with RSVP date of April 7th to note numbers for caterers
5.6ii What key information will need to be on the event poster?	No poster, but the invitation includes the date, time, location and bring your own bottle.
5.6iii What organisation logos need to be on the marketing?*	PTC
5.6iv When will marketing need to begin?	Invitations started to be sent out in February 2025

*Where other organisations/ third parties are involved, please ensure contact details for them are also forwarded onto the Public Relations Officer once this report has been agreed at Committee.

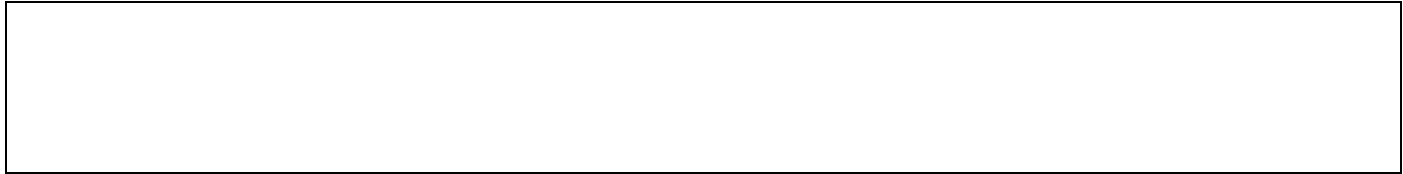
5. Implications

6.1 Legal	Risk Assessments will be required
6.2 Risks	
6.3 Financial	Civic Events Budget
6.4 Time scales	Event will be on 10 th May
6.5 Stakeholders & Social Value	PTC Councillors and Officers, invited dignitaries, local organisations and residents and other Mayoral invitees.
6.6 Contracts	None
6.7 Climate & Sustainability	Single Use Plastic Policy
6.8 Crime & Disorder	-
6.9 Health & Safety	Risk Assessment will be required.
6.10 Biodiversity	-
6.11 Privacy Impact	-
6.12 Equality & Diversity	Accessible to all invited

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
7.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
7.2 Growing the economy sustainably	<input type="checkbox"/>
7.3 Helping children and young people	<input type="checkbox"/>
7.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
7.5 Supporting residents in need	<input type="checkbox"/>
7.6 Valuing the environment	<input type="checkbox"/>

7.7 Which business plan item(s) does the recommendation relate to?



7. Appendices

- a. Event Checklist
- b. Event Costs

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Civic Reception 2025

Event Planning Checklist

Pre-Planning Stage

Item	Date Completed	Completed by
Check availability of facilities/ equipment/ people to find a possible date	January 2025	Information & Events Officer
Ensure event idea aligns with Council core values	January 2025	Information & Events Officer
Write report with an outline plan for Committee to consider	11.03.25	Meetings & Projects Officer
Produce a rough outline of the Income and Expenditure, including any hidden costs	11.03.25	Meetings & Projects Officer
Decide who is running the event (PTC or External)	11.03.25	Meetings & Projects Officer

Committee Stage – Initial approval

Item	Date Completed	Completed by
Present report and idea for event to Committee for approval	11.03.25	Meetings & Projects Officer
IF NECESSARY – form a TFG at Committee to develop plans	N/A	N/A
Consider finance sources (which budget / grants)	11.03.25	Meetings & Projects Officer

Planning Stage

Item	Date Completed	Completed by
Put together full event plan, including timings and resources	11.03.25	Meetings & Projects Officer
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.

Appendix B - Civic Reception Event Costs

Event: Civic Reception

Date: 10th May 2025

Expenditure

Item	Cost	Qty	Total
Company up Front	£800.00	1	£800.00
Caterers	£300.00	1	£300.00
Gifts	£20.00	4	£80.00
Ice creams, teas and coffees	£20.00	1	£20.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00

TOTAL			£1,200.00
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Income

Item	Cost	Qty	Total
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00

TOTAL			£0.00
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Totals

Surplus/Defecit			-£1,200.00
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Civic & Community Events Committee

CCE525 TO NOTE THE BUSINESS PLAN

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		





Peacehaven Town Council

Agenda Item: CCE527
Committee: Civic and Community Events
Date: 11TH March 2025

Title: Committee Events Calendar
Purpose of Report: To Inform

2025 Agreed Events					
Event	Agreed Date of Event	Agreed Event Type (PTC/Mayoral/Civic/PTC Supported)	Event Details	Responsible Person(s)	Agenda Item and Date when event was agreed
Bingo	Monthly (last one April) 12 March 9 April	Mayoral	-	Run by Mayor's volunteers	
Quiz	Monthly (last one April) 5 April	Mayoral	-	Run by Mayor's volunteers	
Welcome Café	Each Monday up till 31 st March	PTC			
Line and Barn Dance	Saturday 1st March 7.30pm – 10.00pm	Mayoral	As per report at CCE464	Run by Mayor's volunteers	10th September 2024 CCE464
Easter Craft Fair	29 th March 11am – 4pm	Mayoral	As per report CCE481		12 th November 2024 CCE481
Mayoral Reception	10 May	Civic	Murder mystery. TBC from TFG on 22 nd Jan	TBC	TBC
Summer Fair	12 July	PTC	Centenary Park	Information Officer	
Remembrance	Sun 9 Nov	Civic	Memorial Park	TBC	TBC
Armistice Day	Tues 11 Nov				
International Women's Day	Sat 8 March 2025	TBC	Flag Raise	TBC	

Commonwealth Day	Mon 10 March	Civic	Flag Raise	TBC	
Halloween	Resolved as biennial	TBC	Idea suggestions welcome	TBC	

2025 Events not yet agreed

Event	Proposed Date of Event	Proposed Event Type (PTC/Mayoral/Civic/PTC Supported)	Event Details	Proposed Responsible Person(s)
Welcome Café	Every Monday morning	PTC	An affordable place to meet, and have refreshments.	TBC
VE Day 80	8 May	Civic	As per report at CCE 11 th March 2025	TBC
ArtWave	Sept 6,7,13,14,20,21	PTC Supported	TBC	TBC
Carol Concert	Fri 12 Dec	TBC	This could be classed as the Winter Event as per the Mayor's Handbook) Location suggestions: Hall or Memorial	TBC
Children's Christmas Party	To decide if required	TBC	Idea suggestion: combine with a local pantomime?	TBC



Peacehaven Town Council

Agenda Item: CCE529 **Title:** Committee Action Plan
Committee: Civic and Community Events **Purpose of Report:** To Inform
Date: 11TH March 2025

General Action Plan					
Start Date	Projected End Date	Task	Action	Responsible Person(s)	Update
November 2023	End of 2024/25 Mayoral term	Meridian Walk	To promote the Meridian Walk	CCE Committee	The first phase (leaflet and landing page) is in progress
November 2024	29 April 2025	Event Sales	PR to look into using EventBrite and such platforms, and advertising at the gateway café, Sainsburys, and to ramp up leaflet dropping.	PR Officer	A summary will be made at CCE 29 April 2025.
	Ongoing	To hold a biennial Summer Fair	To promote the town	CCE	Underway
January 2025	Ongoing	Updated list of the Mayor's volunteers	To include the updated list of the Mayor's volunteers at each CCE	Chair of CCE	Ongoing update at each meeting