

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.**

23rd April 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 29th April 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. CCE531 CHAIRMAN'S ANNOUNCEMENTS**
 - a) Chairs Announcements
 - b) Youth Mayor / Deputy Youth Mayor updates
- 2. CCE532 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. CCE533 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**
- 4. CCE534 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**
- 5. CCE535 TO ADOPT THE MEETING MINUTES OF 11TH MARCH 2025**
- 6. CCE536 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET**
- 7. CCE537 TO NOTE THE CIVIC VE DAY 80 EVENT REPORT AND AGREE FOR COSTS TO BE TAKEN FROM THE CIVIC EVENTS BUDGET**
- 8. CCE538 TO NOTE THE CIVIC RECEPTION REPORT**
- 9. CCE539 TO NOTE THE SUMMER FAIR REPORT**
- 10. CCE540 TO DECIDE ON A REQUEST FOR A CAR BOOT SALE AT THE DELL ON 12TH JULY**
- 11. CCE541 TO NOTE THE PCS BUSINESS LUNCHEON REVIEW**

12. CCE542 TO NOTE ANY UPDATES TO THE [BUSINESS PLAN](#)
13. CCE543 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):
 - a. Inclusion Working Group
 - b. VE DAY 80 TFG
14. CCE544 TO NOTE THE BINGO REVIEW
15. CCE545 TO NOTE THE QUIZ REVIEW
16. CCE546 TO NOTE THE EVENTS CALENDAR
17. CCE547 TO NOTE THERE ARE NO COMPLAINTS ON THE COMPLAINTS LOG
18. CCE548 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED
19. CCE549 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS 1ST JULY 2025

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Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 11th 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 12th March 2025.
- Next Quiz night is 5th April 2025.
- Last Welcome Café is 31st 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 10th 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 28th 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.

CCE535 TO ADOPT THE MEETING MINUTES OF 11TH MARCH 2025

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 29TH APRIL 2025

The next meeting was confirmed as 29th April 2025.

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

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Detailed Income & Expenditure by Budget Heading 10/04/2025

Month No: 12

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%	(500)
4350 Mayors Badge	0	500	500		500	0.0%	
4351 Youth Mayor	28	500	473		473	5.5%	
4359 D-Day	1,701	0	(1,701)		(1,701)	0.0%	1,701
Civic Events :- Direct Expenditure	1,780	1,500	(280)	0	(280)	118.7%	1,201
4331 Mayor's Allowance	1,492	1,500	8		8	99.5%	
4332 Mayor's Reception	44	1,200	1,156		1,156	3.7%	
4335 Civic Expenses	439	1,200	761		761	36.6%	
4336 Civic Service	108	500	392		392	21.7%	
4338 Remembrance Services	607	1,000	393		393	60.7%	
4339 National Mourning	0	500	500		500	0.0%	(500)
4357 Town Crier Outfit	0	750	750		750	0.0%	(750)
Civic Events :- Indirect Expenditure	2,691	6,650	3,959	0	3,959	40.5%	(1,250)
Net Income over Expenditure	(4,416)	(8,150)	(3,734)				
6000 plus Transfer from EMR	(49)	0	49				
Movement to/(from) Gen Reserve	(4,466)	(8,150)	(3,684)				
<u>120 Marketing</u>							
1047 Other Event Income	614	0	(614)			0.0%	614
1048 E-News Advertising	0	100	100			0.0%	
1049 Banner Board	3,432	1,500	(1,932)			228.8%	
1051 A1 Boards	215	0	(215)			0.0%	
1301 Filming	1,080	1,000	(80)			108.0%	
1360 ArtWave Registrations	650	0	(650)			0.0%	
1361 ArtWave Sales	9	0	(9)			0.0%	
Marketing :- Income	6,000	2,600	(3,400)			230.8%	614
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%	

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Detailed Income & Expenditure by Budget Heading 10/04/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4502 Events	1,012	500	(512)		(512)	202.3%	773
Marketing :- Indirect Expenditure	2,472	3,300	828	0	828	74.9%	898
Net Income over Expenditure	3,444	(800)	(4,244)				
6000 plus Transfer from EMR	898	0	(898)				
6001 less Transfer to EMR	614	0	(614)				
Movement to/(from) Gen Reserve	3,728	(800)	(4,528)				
Grand Totals:- Income	6,055	2,600	(3,455)			232.9%	
Expenditure	7,027	11,550	4,523	0	4,523	60.8%	
Net Income over Expenditure	(972)	(8,950)	(7,978)				
plus Transfer from EMR	849	0	(849)				
less Transfer to EMR	614	0	(614)				
Movement to/(from) Gen Reserve	(738)	(8,950)	(8,212)				

CCE536 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET

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Nominal Ledger Report by ACCOUNT

User :ZM

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

CCE536 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET

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Nominal Ledger Report by ACCOUNT

User :ZM

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 CONCER		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

CCE536 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET

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Nominal Ledger Report by ACCOUNT

User :ZM

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	17/12/2024		Cashbook	INCORRECTLY ALLOCATED	31.00	
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
12	06/03/2025		Cashbook	LINE DANCING RAFFLE		207.00
12	14/03/2025		Cashbook	bingo		145.00
12	19/03/2025		Cashbook	QUIZ		10.00
12	25/03/2025		Cashbook	QUIZ		40.00
12	28/03/2025		Cashbook	EASTER FAIR		374.00
12	28/03/2025		Cashbook	easter fair - key in error	374.00	
12	28/03/2025		Cashbook	EASTER FAIR		347.00
12	31/03/2025		Cashbook	QUIZ		65.00

Account Mayor's Appeal

Account Totals

2,462.43

8,700.91

Centre

Net Balance Month 12

6,238.48

George Dyson
Town Clerk

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

Committee:	CCE	Agenda Item:	CCE537
Meeting date:	29 th April 2025	Authors:	Meetings & Projects Officer
Subject:	VE DAY 80		
Purpose:	To note the details of the event		

Recommendation(s):

To note the details of the event

To agree to the cost of cakes / biscuits to be taken from the Civic Events budget

1. Background

The VE Day 80 morning and evening events are due to take place on THURSDAY 8TH MAY 2025 at the War Memorial. Cllr and volunteers are asked to help at both events to help serve the refreshments.

A call for cakes was made, but no response was received. In which case, if these items are to be purchased, they will need to come from the Civic Events budget.

The RBL has kindly offered to provide a gazebo and table at each event.

MORNING EVENT

At 8:30am residents have been invited to gather at the war memorial park, where David Allam MBE DL will be accompanied to and introduced at the event.

The proclamation will be read by the Town Crier at 8:55am, and the raising of the flag by the Mayor of Peacehaven will take place at 9am.

There will be readings and prayers from the local reverend, the exhortation by the RBL, and a member of staff from PCS has kindly agreed to play the bugle.

Wreaths and crosses will be laid, and poems and the Kohima epitaph read.

The event is expected to end at around 9:30am, after which refreshments will be available within the memorial park.

PTC will be providing an urn, teas, coffees, cakes, biscuits, microphone and amp, chairs and lectern.

EVENING EVENT

At 9pm residents have been invited to gather at the war memorial park, where a children's choir – Rising Stars Singing - have kindly volunteered to sing a selection of 1940's songs. Sadie Mason MBE DL will be accompanied to and introduced at the event by the Mayor of Peacehaven.

At 9:30pm the beacon will be lit by the Mayor of Peacehaven and the tribute read by Sadie Mason MBE DL.

The song 'I vow to thee my country' will then be lead by Rising Stars Singing, and the Kohima epitaph read by the Mayor of Peacehaven.

The evening event will end with the national anthem 'God Save The King', at around 10pm.

PTC will be providing an urn, teas and coffees, biscuits, cakes, lanterns, flickering candles, microphone and amp, lectern and chairs.

2. Options for Council

To agree or object to the cost of cakes / biscuits to be taken from the Civic Events budget.

3. Reason for recommendation

The Pageant master 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	Meetings & Projects Officer's time to manage the event. PR Relations for the marketing of the events Communities & Information Officer's time to support the event. 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
- c. VE Day 80 poster

George Dyson
Town Clerk

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

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	PLI received from Choir Choir provided RA 14.04.25 - with TC for review	

	RBL provided risk assessment for gazebos 08.04.25 – with TC for review	
Complete Health & Safety requirements for event in line with Purple Guide		
Complete Risk Assessment	To adapt from 2024	
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
Wreath (there is already 1 available)	£0.00	1	£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
TOTAL			£94.00

Income

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

Totals

Surplus/Defecit	-£94.00
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**The Mayor of Peacehaven, Cllr. Deborah Donovan,
invites you to join her in honouring the
80th Anniversary of VE Day.**

Thursday 8th May 2025

**Peacehaven War Memorial, Meridian Park,
Peacehaven**

**8.30am (for 8.55am start) - Together We Stand
&
9pm - Beacon & Tribute**

George Dyson
Town Clerk

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

Committee:	CCE	Agenda Item:	CCE538
Meeting date:	29 th April 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 is a murder mystery event that will take place on Saturday 10TH MAY 2025 from 7pm.

The event company and the outside caterers have been confirmed. The Communities and Information Officer and Meetings & Projects Officer are working on the décor, which include a couple of deckchairs that have kindly been lent by Telscombe Town Council.

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.
5.2 How will the event be funded	Through the Civic Reception budget
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 were 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 Reception 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	-
8.9 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

George Dyson
Town Clerk

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Community House,
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Peacehaven,
East Sussex,
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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	PLI received 13.03.25	Meetings & Projects Officer

	Waiting for risk assessment from UpFront. Need Food hygiene cert from Gateway Cafe	
Complete Health & Safety requirements for event in line with Purple Guide	In progress April 2025	
Complete Risk Assessment	Caretakers to complete	
Implement required control measures identified on Risk Assessment	Caretakers to complete	
Appoint people to necessary roles – Event Organiser/ First Aiders/ Fire Marshals/ etc	In progress April 2025	
Develop marketing plan for the event	In progress April 2025	PR Officer
Write report with full event plan for Committee approval	11.03.25	Meetings & Projects Officer
Engage relevant internal and external stakeholders	In progress April 2025	
Start the Item Checklist document*	In progress April 2025	

Committee Stage – final approval

Item	Date Completed	Completed by
Present final event plan for Committee to note	29.04.25	Meetings & Projects Officer

Implementation

Item	Date Completed	Completed by
Make & confirm any required bookings	In progress April 2025	
Liaise with Officers to progress required purchases	In progress April 2025	
Complete Event Plan file**	In progress April 2025	
Officer to review and approve event plan file	N/A	N/A

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: Civic Reception

Date: 10th May 2025

Expenditure

Item	Cost	Qty	Total
Company up Front	£800.00	1	£800.00
Caterers	£250.00	1	£250.00
Ice creams, teas and coffees	£47.96	1	£47.96
Flowers bouquets	£22.00	2	£44.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
TOTAL			£1,141.96

Income

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

Totals

Surplus/Defecit	-£1,141.96
------------------------	-------------------

George Dyson
Town Clerk

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

Committee:	CCE	Agenda Item:	CCE539
Meeting date:	29/04/2025	Authors:	Communities & Information Officer
Subject:	Community summer fair		
Purpose:	To note		

1. Background

THIS YEAR THE COMMUNITY SUMMER FAIR is on Saturday 12th July 11-4 at the big park. It will be a no car event except for blue badge holders, which is the same approach we used in 2023 and was a particular success in reducing abusive behaviour towards staff and volunteers, as well as freeing up staff to carry out other jobs throughout the day.

We are well on the way with the organisation with bins, toilets and the tens licence already applied for and ordered.

We have already booked in 70 stalls. Confirmed stalls are ice cream van, pizza, burgers, charity stalls, local businesses, a dog show, kites from Brighton, Tyler's reptiles, police fire and ambulance, to name but a few. This year we have Nick Emmit who will be MC for the day.

The arena will have music and talented local performers entertaining throughout the day, and it is hoped that Will Bailey the table tennis champion will open the fair, but this depends on whether he has a competition.

We are now heavily publicising the event on our A1 boards at each end of the town, a banner in Centenary Park, and on social media. We are also working on leaflets and an on-the-day competition for all. We are still asking for more stall holders to make the fair bigger and better than before.

In terms of sponsorship, the Information Officer has successfully secured sponsorship of £450.00 from two local businesses, whereby a local estate agent is going to advertise with for sale boards around the town. Further sponsorship is still being sought.

2. Expected benefits

a. The community

The residents and outsiders will have a fabulous entertaining day

b. The environment

Using local entertainers, and local businesses

c. Other

3. Implications

5.1 Legal	All provisions in place
5.2 Risks	Paperwork is completed
5.3 Financial	Staff costs, bins, toilets and tens licence
5.4 Time scales	11-4 event staff 7.30-7 close
5.5 Stakeholders & Social Value	Promoting local business, charities and entertainers

5.6 Contracts	Free of charge
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	All paperwork is completed
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

4. Appendices

George Dyson
Town Clerk

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

Committee:	Civic & Community Events	Agenda Item:	CCE540
Meeting date:	29 th April 2025	Authors:	Town Clerk
Subject:	Car boot sale on the Dell on 12 th July 2025		
Purpose:	To decide		

Recommendation(s):

To agree whether to allow the hire of the Dell on 12th July 2025 for a Car Boot Sale or not.

1. Background

A regular hirer of the Dell for Car Boot Sales has been in contact with the following request:

[I] would like to request that on the 12th July I would like to hold a regular carboot on the dell. This is due to us already doing a charity event at another venue on 5th July so we are unable to do the first Saturday of the month.

I know this is the same day as your summer event however we will operate at an earlier time than yours and on previous years this has worked well for all of us.

Please consider this date as we do not want to let our customers or our charities down.

Thank you

Committee are asked to consider whether to agree to the request or not.

2. Options for Council

- a. To agree that the hirer can book the Dell on 12th July.
- b. To impose any additional conditions on the hire.
- c. To not agree to the hire of the Dell on 12th July and agree reasons why we are to refuse the booking.

3. Reason for recommendation

Due to a request made by a hirer.

4. Expected benefits

Income for PTC for hire of the Dell.

5. Implications

5.1 Legal	PTC T&Cs
5.2 Risks	Congestion on roads with multiple large events taking place.
5.3 Financial	£80 for the Dell hire.
5.4 Time scales	Decision needs to be made quickly to ensure a response to the hirer.
5.5 Stakeholders & Social Value	Car boot sales are popular to the local community.
5.6 Contracts	
5.7 Climate & Sustainability	Reducing landfill waste. Congestion on roads has a negative impact.
5.8 Crime & Disorder	
5.9 Health & Safety	In line with T&Cs – Risk Assessments etc required.
5.10 Biodiversity	
5.11 Privacy Impact	In line with policy
5.12 Equality & Diversity	In line with policy

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

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

Accessibility to parks and open spaces owned by the Town Council
Net zero carbon resolution
Inclusion

7. Appendices



Peacehaven Town Council

Event Review Form

Event:	PCS BUSINEESS LUNCHEON		
Date of Event	27 th February 2025	Date of meeting	29 th April 2025
Committee	CCE	Agenda Item	CCE541
Report Author(s)	Cllr Donovan		

Summary of event

Aimed at our local businesses to take part in a luncheon, researched, prepared and server by students at PCS. A great connection made and promoted by the Mayor and members of the Chambers of Commerce.

Financial

Income	
This was a PCS event, which was awarded a PTC community grant.	£500
Expenditure	
This was a PCS event.	£
Total Surplus	£

Number of people at event	10
----------------------------------	----

Officers report

Officers were not involved in this event.

Councillor's report

As ever, forging excellent relationships between business and the secondary school.

Climate change / sustainability factors

Social value/ impact factors

Understanding of what students can produce and what businesses can offer.

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

This was a PCS event.

Civic & Community Events Committee

CCE542 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

CCE542

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

Event Review Form

Event:	Bingo		
Date of Event	Regular Monthly Event	Date of meeting	29/04/2025
Committee	CCE	Agenda Item	CCE544
Report Author(s)	Cllr Donovan		

Summary of event

Always well attended. We have been asked for more sessions! There is a fantastic atmosphere and the regulars are bringing their friends to take part too. It will be a shame if this fundraiser folds. Free refreshments with a raggle. 10 games of bingo.

Financial

Income

Click or tap here to enter text.

£1710

Expenditure

£51.43 refreshments / biscuits etc
 £15.75 Breast cancer bingo - overtime
 £11.32 Bingo dabbers
 £39.98 Refreshments / biscuits etc.

£118.48

Total Surplus

£1591.52

Number of people at event

Click or tap here to enter text.

Officers report

When necessary Officers, mainly the Communities and Information Officer, have supported these events.

Councillor's report

As ever this event is well attended and looked forward to every month. Councillors attend (usually 3 regular). Attendees help out if required. Enjoy a free cup of tea during the break and the raffle.

Climate change / sustainability factors

Click or tap here to enter text.

Social value/ impact factors

A chance to meet up with friends for a social afternoon - raises self esteem.

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

Nothing



Peacehaven Town Council

Event Review Form

Event:	Quizes		
Date of Event	Regular event	Date of meeting	29 th April 2025
Committee	CCE	Agenda Item	CCE545
Report Author(s)	Cllr Donovan		

Summary of event

Well attended last quiz in Mayor's term. Changed to Anzac room as not so many tables required. 7 in total although not all full.

Financial

Income	
Tickets & Raffle	£1,744
Expenditure	
£65.97 Prizes £26.50 – quiz board engraving £18.72 – mileage to get engraved	£111.19
Total Surplus	£1,632.81

Number of people at event

I didn't count the people

Officers report

When necessary Officers, mainly the Communities and Information Officer, have supported these events.

Councillor's report

Always a great well supported event. My thanks to Rose & Malcolm for organising and delivering.

Climate change / sustainability factors

Social value/ impact factors

Great community fundraising event.

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

4 a year.



Peacehaven Town Council

Agenda Item: CCE546
Committee: Civic and Community Events
Date: 29th April 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
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				

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	A affordable place to meet, and have refreshments.	TBC
VE Day 80	8 May	Civic	TBC from TFG on 22 nd Jan	TBC
Halloween	To decide if required	TBC	Idea suggestions welcome	TBC
ArtWave	Sept 6,7,13,14,20,21	PTC Supported	As per report	TBC

CCE546

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
Quiz	TBC	TBC		TBC
Bingo	TBC			



Peacehaven Town Council

Agenda Item: CCE548 **Title:** Committee Action Plan
Committee: Civic and Community Events **Purpose of Report:** To Inform
Date: 29th April 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	Several Councillors have been on the walk and taken photos as a first step towards this. A report will be brought to Full Council from May 2025
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	Will be on the next CCE agenda
January 2025	May 2025	Future Events	To review how future events are administered	Chair of CCE	