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**DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 29<sup>th</sup> April 2025 at 7.30pm**

**Present:** Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Donovan, Cllr Studd, Cllr Wood, Cllr Sharkey, Karina Gordon (Youth Mayor), Katelyn Harber (Deputy Youth Mayor).

**Officers:** Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information & Community Facilities Officer).

There was 1 member of the public in attendance.

**CCE531 CHAIR ANNOUNCEMENTS**

The Chair opened the meeting at 19:31, read out a Civility & Respect statement, went through the building fire procedure, asked for phones to be put onto silent, informed everyone that the meeting was being recorded, reminded that the public are invited to ask questions only during public questions. The Chair then informed the Council of the following:

- Bingo 7<sup>th</sup> May 2-4pm
- VE Day 80 Thursday 8<sup>th</sup> May Morning & Evening Event.

**CCE532 PUBLIC QUESTIONS.**

There was 1 public questioner who, in reference to item CE540, outlined their reasons for their request to hold a car boot sale at The Dell on 12<sup>th</sup> July.

The Youth Mayor expressed interest in having a charity stall at the summer fair.

**CCE533 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There were no apologies for absence.

**CCE534 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

**CCE535 TO ADOPT THE MINUTES FROM THE 11th MARCH 2025**

Proposed by: Cllr Wood      Seconded by: Cllr Studd

The Committee **resolved** to **adopt** the minutes.

*The Chair brought forward item CCE540.*

**CCE540 TO DECIDE ON A REQUEST FOR A CAR BOOT SALE AT THE DELL ON 12<sup>TH</sup> JULY**

Cllr Sharkey queried the car boot sale and the summer fair times, which the Information & Community Facilities Officer clarified as an 11am start for the summer fair, and the car boot sale end time as 12pm.

It was proposed to suspend standing orders

Proposed by: Cllr Veck      Seconded by: Cllr Wood

All in **favour**

*Andrew Veck*      1 July 2025

*Standing Orders were suspended*

The member of the public confirmed that the event would be a car boot sale not a summer fair.

Cllr Studd suggested that the car boot sale may entice visitors to the summer fair, and the Information & Community Facilities Officer expressed that advertising banners for the two events would be up at the same time, located one above the other.

*Standing Orders were reinstated*

It was proposed to agree to the hire of the Dell on 12<sup>th</sup> July 2025 for a Car Boot Sale.

Proposed by: Cllr Donovan Seconded by: Cllr Studd

All in **favour**.

**CCE536 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET**

The Committee **noted** the budgetary update and Mayors fundraising budget.

**CCE537 TO NOTE THE CIVIC VE DAY 80 EVENT REPORT AND AGREE FOR COSTS TO BE TAKEN FROM THE CIVIC EVENTS BUDGET**

Cllr Donovan outlined both events.

The report was **noted**.

**CCE538 TO NOTE THE CIVIC RECEPTION REPORT**

The report was **noted**.

**CCE539 TO NOTE THE SUMMER FAIR REPORT**

The Information & Community Facilities Officer updated committee on the report and confirmed 70 stalls had so far been confirmed, that the area for bands to perform was being looked into, that advertising was being worked on, and there would be new arena entertainment around every 20 minutes.

The report was **noted**.

**CCE541 TO NOTE THE PCS BUSINESS LUNCHEON REVIEW**

Cllr Donovan outlined the report, highly praised the quality of food produced by the catering students, thanked the grants committee for the £500 grant to the school, and confirmed she had sent a thank you to the school.

The Chair asked that a thank you also be sent from the office at PTC.

The Deputy Youth Mayor expressed the event may take place again.

The report was **noted**.

**CCE542 TO NOTE ANY UPDATES TO THE BUSINESS PLAN**

Cllr Donovan outlined the progress of the Meridian Meander, and hoped to have a launch date if agreed at the Annual Council Meeting on 20<sup>th</sup> May.

Cllr Studd confirmed the date of the next Chamber of Commerce meeting, and Cllr Donovan updated committee of the Seahaven Business Awards Ceremony on Friday 9<sup>th</sup> May.

**CCE543 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):**

**a. Inclusion Working Group**

The Chair expressed there had not been the opportunity to meet, and that a request for further members would be made at Full Council.

**b. VE DAY 80 TFG**

It was noted that this related to item CCE537

**CCE544 TO NOTE THE BINGO REVIEW**

Cllr Donovan commented on the success of the bingo events, that there were 42 attendees at the last event, and suggested that bingo events continue. The Information & Community Facilities Officer confirmed the caller was interested to continue, and that dates had been confirmed up until the end of November.

The review was **noted**.

**CCE545 TO NOTE THE QUIZ REVIEW**

Cllr Donovan confirmed the quizzes had been successful, and expressed that they continue.

The Information & Community Facilities Officer expressed there were usually around 8 to 12 tables, with 8 people on each.

The review was **noted**.

**CCE546 TO NOTE THE EVENTS CALENDAR**

Cllr Sharkey updated raised that ArtWave and VE Day be updated as agreed events.

The events calendar was **noted**.

**CCE547 TO NOTE THERE ARE NO COMPLAINTS ON THE COMPLAINTS LOG**

The complaints log was **noted**.

**CCE548 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED**

Cllr Donovan expressed that the new mayor would need to find their own volunteers.

The Meetings & Projects Officer expressed that the PR Officer would update committee about using Eventbrite as soon as possible.

Cllr Donovan expressed the possibility of another way of fundraising for the Mayor's charity, which the Chair requested be reported at the next CCE committee meeting.

The Chair updated committee that the future of events was being looked into.

**CCE549 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS 1<sup>ST</sup> JULY 2025**

Cllr Donovan thanked the Meetings & Projects Officer for her temporary support with managing the Civic Officer role, and the Meetings & Projects Officer expressed thanks to her team for their support.

The date was **noted**.

*There being no further business the meeting ended at 20:10*

*Aileen Veale*

