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DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 1st July 2025 at 7.30pm

Councillors: Cllr Veck (Chair), Cllr Wood (Vice Chair), Cllr Harman, Cllr Donovan, Cllr Studd, Cllr Gallagher, Cllr Alexander, Cllr Rosser, Katelyn Harber, (Youth Mayor), Karina Gordon (Deputy Youth Mayor).

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

There were no members of the public in attendance.

1. CCE550 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, 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:

- Summer Fair – Saturday 12th July
- 77th NHS Flag Raising at the War Memorial Friday 4th July at 10:45am
- Bingo Wednesday 30th July 2pm - 4pm
- Merchant Navy Day Flag Raising 3rd September
- A call out for volunteer Cllr support at the summer fair

2. CCE551 PUBLIC QUESTIONS

There were no public questioners.

3. CCE552 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There was 1 apology for absence from Cllr Sharkey, Cllr Gallagher substituted.

4. CCE553 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE554 TO ADOPT THE MINUTES FROM THE 29th APRIL 2025

Proposed by: Cllr Wood Seconded by: Cllr Harman
The Committee **resolved** to **adopt** the minutes.

6. CCE555 TO NOTE THE BUDGETARY UPDATE AND MAYOR'S FUNDRAISING BUDGET

The budgetary update and Mayor's Fundraising Budget was **noted**.

7. CCE556 TO ELECT A VICE CHAIR OF THIS COMMITTEE

It was proposed to elect Cllr Wood as Vice Chair of CCE.
Proposed by: Cllr Harman Seconded by: Cllr Gallagher
All in **favour**

8. CCE557 TO AGREE TO THE RECOMMENDATIONS WITHIN THE YOUTH MAYOR REPORT

The Youth Mayor outlined the report, and requested the amount for sweets to be increased to £60.

It was proposed to agree that the costs are taken from the Youth Mayor's budget.

Proposed by: Cllr Donovan Seconded by: Cllr Wood

All in **favour**

9. CCE558 TO AGREE THE MAYORAL RACE NIGHT REPORT

Cllr Donovan outlined the report, including that sponsors were being sought for each race.

Cllr Wood queried whether a gambling licence would be required, whereby the Meetings & Projects Officer confirmed it would not.

Members discussed what type of event it was, in reference to the event definitions, and the Meetings & Projects Officer reminded committee that as a PTC supported event the third party would provide funds to the Mayor's charity at their discretion.

It was proposed to agree to the event, for it to be a PTC Supported event supported with tickets sales, marketing and room hire, and for caretaker costs to be covered by the event's income.

Proposed by: Cllr Wood Seconded by: Cllr Gallagher

All in **favour**.

10. CCE559 TO NOTE THE SUMMER FAIR REPORT

The Information Officer outlined the event programme, the number of confirmed stalls, that the leaflet was near finalised, and confirmed that £950 had been raised in sponsorship.

Cllr Wood requested promotion of the fair on PH Focus group, and members discussed the need for promotion in general, including providing schools with leaflets and Cllrs circulating leaflets. The Information Officer expressed that the parking would be managed as best as possible with the available staff.

The report was **noted**.

11. CCE560 TO NOTE THE EASTER FAIR REVIEW REPORT

The Easter Fair report was **noted**.

12. CCE561 TO NOTE ANY UPDATES TO THE [BUSINESS PLAN](#)

- The Chair made a call for further **Inclusion group** members, and Cllr Alexander agreed to join.
- Cllr Donovan expressed that the **Meridian Meander** was almost ready and suggested it be launched at the proposed Health and Well Being event.
- The Chair expressed Cllr Sharkey and Cllr Fabry were looking at working with **local schools**.
- Cllr Studd commented positively on the Council's ongoing contact with the **Chamber of Commerce**.

The Chair expressed the business plan items would be reviewed in relation to the new Community Structure.

The Business Plan was **noted**.

13. CCE562 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

The Chair expressed this had been discussed in the previous item.

14. CCE563 TO NOTE THE VJ DAY 80 REPORT

Members discussed the possibility of an alternative tree, and for it to be discussed at the next VJ Day 80 meeting, along with the Parks Officer.

It was proposed to agree to the event and for the expenses to be taken from Civic Events budget.

Proposed by: Cllr Donovan Seconded by: Cllr Studd

All in **favour**

15. CCE564 TO AGREE TO MAYORAL FUNDRAISING EVENTS AND CIVIC & AWARENESS DAYS

The Chair ran through each of the events separately that were listed in the report.

Cllr Donovan updated committee that the **Christmas event** details had changed - that an outdoor event was being proposed at the Gateway Café, where the Peacehaven Players would sing.

It was proposed that the event be held on 28th November 2025 as the Winter Event and for a full report to be brought to the next CCE meeting.

Proposed by: Cllr Donovan Seconded by: Cllr Gallagher

All in **favour**

It was proposed that the **bingo** would continue.

Proposed: Cllr Wood Seconded by: Cllr Donovan

All in **favour**

The Chair outlined the **quiz** at the Gateway Café, and expressed that the locations for future quizzes had not been decided.

It was proposed to hold this initial event and as PTC supported, and that the office would sell tickets and provide the marketing.

Proposed by: Cllr Donovan Seconded by: Cllr Harman

All in **favour**

The Chair outlined the **Car Boot Fair** and proposed that, as the date did not align with a community grant application, the hirer fee be waived, and that it be a PTC Supported event.

Proposed by: Cllr Veck Seconded by: Cllr Gallagher

All in **favour**

Cllr Donovan outlined the **Community Wall project**, Cllr Gallagher expressed it vinyl stickers could be placed onto a board, and Cllr Studd commented it was a good idea.

Cllr Donovan expressed stickers would be purchased by the individual organisations, and the income would go to the Mayor's charity, whereby Cllr Wood suggested income should go to the community as a whole.

Members were generally keen on the idea but agreed that further research and details were needed.

The Chair suggested also using the rolling screen in the foyer by way of advertising businesses.

It was proposed to set up a TFG to look at this item further and to bring a report to the next CCE meeting.

Proposed by: Cllr Veck Seconded by: Cllr Donovan

All in **favour**

The TFG was confirmed as: Cllr Harman, Cllr Donovan, Cllr Studd, Meetings & Projects Officer.

Cllr Donovan requested the item be on the next P&F agenda.

Cllr Donovan outlined the **SCDA Café** item. Cllr Wood queried whether it could be held on another day, whereby Cllr Donovan expressed the reasons why not.

Cllr Wood commented that if the SCDA café was agreed that the welcome Café could not go ahead, and suggested the SCDA contact churches.

The Chair made a point of order that the Welcome Café could only be discussed at the next CCE committee meeting, whereby Cllr Gallagher suggested that the SCDA café be run for 1 month only.

It was proposed to defer the item to the next CCE meeting.

Proposed by: Cllr Veck Seconded by: Cllr Gallagher

1 member abstained

Committee **resolved to carry** the proposal.

Cllr Donovan outlined the **Health & Awareness Day** event and confirmed that no costs would be incurred.

It was proposed to hold the event on Saturday 2nd May 2026, as a PTC event and to set up a TFG.

Proposed by: Cllr Donovan Seconded by: Cllr Wood

All in **favour**

The TFG was agreed as: Cllr Donovan, Cllr Harman, The Youth Mayor, supporting officer (Events Officer if in post)

Cllr Donovan updated Committee that she would write to Brighton and Hove football club for signed memorabilia to support the event.

It was proposed to agree to all the events under CIVIC EVENTS in the report, and their dates.

Proposed by: Cllr Donovan Seconded by: Cllr Studd

All in **favour**

21:03 – Cllr Gallagher left the meeting

16. CCE565 TO AGREE TO THE RECOMMENDATION FOR A REVIEW OF THE MAYOR'S HANDBOOK

21:05 – Cllr Gallagher rejoined the meeting

It was proposed to review the mayor's handbook and for it to be passed to the P&F Committee's next meeting.

Proposed by: Cllr Wood Seconded by: Cllr Harman

All in **favour**

17. CCE566 TO DISCUSS AND AGREE THE POSSIBILITY OF A MAYOR'S CADET

Cllr Donovan outlined the background of the report, and Cllr Wood queried costs involved.

Cllr Donovan expressed the badge would be supplied to PTC at no cost, that there would be no other costs including transport, and that the Mayor would chose the cadet.

Cllr Gallagher suggested a Mayor's cadet be included in the Mayor's handbook.

It was proposed that PTC appoints a Mayor's Cadet.

Proposed by: Cllr Gallagher Seconded by: Cllr Donovan

Committee **resolved to carry** the proposal

1 member abstained

Cllr Donovan commented that a cadet would be in place for VJ Day 80.

18. CCE567 TO DISCUSS AND AGREE THE EVENTS CALENDAR ALONG WITH DATES

The Chair queried whether a Christmas party would be held, whereby the Information Officer commented that not all tickets were sold last year and there was a lot of competition.

The Chair commented that there were a lot of PTC events held around that time, but that it did not appear seem to be the case this year.

It was proposed that a Christmas Party be held with a date to be agreed at the next committee

Proposed by: Cllr Veck Seconded by: Cllr Wood

All in **favour**.

19. CCE568 TO CONSIDER THE REQUEST FROM ARTWAVE

Members discussed the cost of the banner be covered by the Peacehaven artists, as per last year's event.

Cllr Alexander expressed that Appendix A (Artwave Impact Report) showed the banner only contributed to 5% of how visitors heard about the event.

It was proposed to not go ahead with the purchase of the banner

Proposed by: Cllr Gallagher Seconded by: Cllr Veck

All in **favour**.

20. CCE569 TO NOTE THERE ARE NO COMPLAINTS ON THE COMPLAINTS LOG

The complaints were **noted**.

21. CCE570 TO MAKE A CALL FOR AND AGREE MAYOR'S TEAM OF VOLUNTEERS

The Chair made a call for volunteers.

22. CCE571 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Chair expressed that this item was pending the Committee restructure.

The action plan was **noted**.

23. CCE572 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS 9th SEPTEMBER 2025

The date was **noted**.

There being no further business the meeting ended at 21:30