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## **DRAFT Minutes of the meeting of the Community Engagement Committee meeting held in the Anzac Room, Community House on Tuesday 9<sup>th</sup> September 2025 at 7.30pm**

**Councillors:** Cllr Veck (Chair), Cllr Wood (Vice Chair), Cllr Harman, Cllr Donovan, Cllr Studd, Cllr Sharkey, Cllr Campbell, Cllr Rosser, Cllr Mills, 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. CCE573 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:

- Artwave – Saturdays and Sundays 13,14,20,21 September at The Hub
- The Mayor's Civic Service on Sunday 21<sup>st</sup> September at 10am, Church of the Ascension
- Bingo Wednesday 24<sup>th</sup> September 2pm - 4pm at Community House
- Quiz 11<sup>th</sup> October 6:30pm - 9:30pm at Community House

### **2. CCE574 PUBLIC QUESTIONS**

There were no public questions.

The Youth Mayor updated committee that they enjoyed the summer fair, that their stall went well and there were no fund-raising events at present.

The Chair invited Cllr Mills, Cllr Campbell and Cllr Rosser to the table, and expressed that herself and the Vice Chair were looking to work with the PR Officer on communications.

### **3. CCE575 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There were no apologies for absence.

### **4. CCE576 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Declarations of interest from Cllr Sharkey (ArtWave), and Cllr Donovan (SCDA).

### **5. CCE577 TO ADOPT THE MINUTES FROM THE 1<sup>st</sup> JULY 2025**

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

### **6. CCE578 TO SET UP AN APPOINT MEMBERS TO:-**

The Chair outlined the role of the Working Groups, and the Meetings & Projects officer advised that officers would have the power to manage the finances, that the date and initial event proposal would be agreed by committee, from which the working party would move the event forward, with a second report to committee reviewing how the event went.

#### **a) Mayors Working Group**

Members were agreed as: Cllr Donovan, Cllr Sharkey, Cllr Studd, the Civic and Events Officer as the supporting officer, and that Cllr Donovan would invite a couple of residents.

**b) Events Working Group**

Members were agreed as: Cllr Harman, Cllr Mills, that Cllr Griffiths would be invited, and the Civic and Events Officer as the supporting officer.

Cllr Campbell expressed interest in working with the Chair and Vice Chair and the PR Officer on communications.

**7. CCE579 TO REVIEW THE YOUTH ENGAGEMENT WORKING GROUP**

The working group members were agreed as Cllr Sharkey, Cllr Fabry and Cllr Veck.

It was proposed to take items CCE578 and CCE579 together and agree all the Working Group members

Proposed by: Cllr Sharkey                      Seconded by: Cllr Wood

All in **favour**

**8. CCE580 TO NOTE THE BUDGETARY UPDATE**

The budgetary update was **noted**.

The Youth Mayor's new chain was discussed, and it was suggested that it be presented formally at Full Council.

**9. CCE581 TO NOTE THE MAYOR'S FUNDRAISING BUDGET**

The fundraising budget was **noted**.

**10. CE582 TO NOTE THE WELCOME CAFÉ REVIEW**

The review was **noted**.

**11. CCE583 TO AGREE THE RUNNING OF A WEEKLY COMMUNITY CAFÉ IN COMMUNITY HOUSE**

Cllr Donovan was asked to leave the room due to a declared interest.

It was proposed to suspend standing orders

Proposed by: Cllr Wood                      Seconded by: Cllr Sharkey

All in **favour**.

*19:57 Standing Orders were suspended*

The Chair outlined the report and expressed that the SCDA had withdrawn their weekly community café request.

Cllr Donovan queried paragraph six of the report in view of the SCDA '...assisting in running the Welcome Café...', and expressed it would instead be collaborative working, and queried the name of the café.

The Chair expressed it would be called the Welcome Café as stated in the report; clarified the reason for the different café name on the agenda; explained that the SCDA had agreed to support the café as per the report; that discussions with officers would take place with regards to the SCDA's fridge request; and the café would be run as previously, but now with SCDA's involvement.

*20:18 - Standing Orders were reinstated*

It was proposed to agree the return of the Welcome Café, using last year's template and costings, and set a restart date of the 6<sup>th</sup> October, subject to confirming that the SCDA were happy with the format in the report.

Proposed by: Cllr Wood                      Seconded by: Cllr Harman

Committee **resolved** to **agree** the proposal.

**12. CCE584 TO AGREE TO ADOPT THE YOUTH MAYOR'S HANDBOOK AND TAKE TO THE NEXT P&F COMMITTEE MEETING**

It was proposed to agree to adopt the handbook subject to amends emailed to the Meetings & Projects Officer.

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

**13. CCE585 TO AGREE THE CHRISTMAS PARTY DATE**

The 12<sup>th</sup> December was proposed.

Proposed by: Cllr Harman      Seconded by: Cllr Sharkey  
Committee **resolved** to **agree** the proposal.

**14. CCE586 TO AGREE THE CHANGE OF LOCATION AND FORMAT FOR THE MAYOR'S CHARITY QUIZ NIGHT ON 11<sup>TH</sup> OCTOBER 2025**

Proposed by: Cllr Wood      Seconded by: Cllr Harman  
Committee **resolved** to **agree** the proposal.

**15. CCE587 TO AGREE THE 2<sup>ND</sup> MAYORAL QUIZ FOR 2025 AS FRIDAY 17<sup>TH</sup> APRIL 2026 AT COMMUNITY HOUSE**

It was proposed as Saturday 18<sup>th</sup> April, subject to the date being available.

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

**16. CCE588 TO NOTE AND AGREE THE MAYOR'S WINTER FESTIVE SIZZLER EVENT**

Cllr wood expressed the word sizzler was related to food and would give the wrong impression to residents.

It was proposed to agree to the event

Proposed by: Cllr Sharkey      Seconded by: Cllr Studd  
Committee **resolved** to **agree** the proposal.

**17. CCE589 TO NOTE ANY UPDATES TO THE [BUSINESS PLAN](#)**

Cllr Donovan updated committee of the pencilled-in launch date of Friday 3<sup>rd</sup> October for the Meridian Meander, and the Meetings & Projects Officer suggested this may need to change, dependent on project progress.

Cllr Campbell expressed any changes to the business plans were a matter for full council, and suggested there should be an amendment to the business plan for communications, including advertising income.

The Chair expressed that, as the Meridian Meander project sat under full council, it be removed from this committee's business plan, and that the business plan should include a Communications Review with Chairs of Committee involvement.

It was proposed to remove the Meridian Meander project, and replace it with a Communications Review project, with details to be brought to the next committee.

Proposed by: Cllr Veck      Seconded by: Cllr Wood  
Committee **resolved** to **agree** the proposal.

**18. CCE590 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):**

**a. Inclusion Working Group**

Cllr Veck expressed a meeting was to be arranged.

**b. Community Wall project**

Cllr Donovan outlined that a 3-d effect papier-mâché ammonite for the wall had been discussed, where organisations could display their pamphlets in leaflet holders.

**c. Health & Awareness Day**

Cllr Donovan expressed the amount of work involved for this event, and support needed from the Civic and Events Officer.

**19. CCE591 TO NOTE THE VJ DAY 80 EVENT REVIEW**

The Meetings & Projects Officer commented that there was in fact no income.  
The report was **noted**, alongside the Meetings & Projects Officer's no-income comment.

**20. CCE592 TO NOTE THE SUMMER FAIR REVIEW**

The report was **noted**.  
Cllr Campbell thanked the staff for such a successful event.

**21. CCE593 TO NOTE THE EVENTS CALENDAR**

Cllr Donovan expressed that a business fair could possibly take place.  
The Meetings & Projects officer agreed to ensure all details were correct.  
The events calendar was **noted**.

**22. CCE594 TO NOTE THE COMPLAINTS LOG**

Members raised there was a legal obligation to communicate with residents, to which the Meetings & Projects officer expressed this would be verified with the Town Clerk.

Members discussed communication in general, with the main focus on the Peacehaven News, whereby Cllr Mills put forward his assistance with the Peacehaven News and was invited to join a communications review meeting.

**23. CCE595 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED**

Cllr Veck expressed that the action plan needed review and would be moved forward and brought back to the next meeting.

**24. CCE596 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 4<sup>TH</sup> NOVEMBER 2025**

The date was **noted**.

*There being no further business the meeting ended at 20:55*