

George Dyson  
Town Clerk

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

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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**

*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*

## Detailed Income &amp; Expenditure by Budget Heading 10/06/2025

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 Civic Events</b>							
4349 Civic Training	0	500	500		500	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>	<b>0</b>
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Civic Events	78	2,700	2,622		2,622	2.9%	
4335 Civic Expenses	10	1,500	1,490		1,490	0.7%	
4339 National Mourning	0	100	100		100	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	<b>88</b>	<b>6,550</b>	<b>6,462</b>	<b>0</b>	<b>6,462</b>	<b>1.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(88)</b>	<b>(7,550)</b>	<b>(7,462)</b>				
<b>120 Marketing</b>							
1048 E-News Advertising	0	180	180			0.0%	
1049 Banner Board	280	2,000	1,720			14.0%	
1301 Filming	520	1,000	480			52.0%	
Marketing :- Income	<b>800</b>	<b>3,180</b>	<b>2,380</b>			<b>25.2%</b>	<b>0</b>
4306 Printing	80	900	820		820	8.9%	45
4328 Website	0	1,500	1,500		1,500	0.0%	
4502 Events	85	500	415		415	17.0%	
Marketing :- Indirect Expenditure	<b>165</b>	<b>2,900</b>	<b>2,735</b>	<b>0</b>	<b>2,735</b>	<b>5.7%</b>	<b>45</b>
<b>Net Income over Expenditure</b>	<b>635</b>	<b>280</b>	<b>(355)</b>				
6000 plus Transfer from EMR	45	0	(45)				
<b>Movement to/(from) Gen Reserve</b>	<b>680</b>	<b>280</b>	<b>(400)</b>				
Grand Totals:- Income	<b>800</b>	<b>3,180</b>	<b>2,380</b>			<b>25.2%</b>	
Expenditure	<b>253</b>	<b>10,450</b>	<b>10,197</b>	<b>0</b>	<b>10,197</b>	<b>2.4%</b>	
<b>Net Income over Expenditure</b>	<b>547</b>	<b>(7,270)</b>	<b>(7,817)</b>				
plus Transfer from EMR	45	0	(45)				
<b>Movement to/(from) Gen Reserve</b>	<b>592</b>	<b>(7,270)</b>	<b>(7,862)</b>				



A/c Code		506 Mayor's Appeal			Annual Budget		0
Centre		(none)			Committed		0
Month	Date	Reference	Source	Transaction Detail	Debit		Credit
				Opening Balance			6,238.48
1	03/04/2025		Cashbook	QUIZ			35.00
1	04/04/2025		Cashbook	QUIZ			25.00
1	16/04/2025		Cashbook	BINGO			155.00
1	16/04/2025		Cashbook	EASTER FAIR RAFFLE			73.00
1	16/04/2025		Cashbook	QUIZ			163.00
2	09/05/2025		Cashbook	BINGO			93.00
2	09/05/2025		Cashbook	BINGO DABBERS			19.00
2	09/05/2025	121158	Cashbook	MAYORAL DONATON	6,782.48		
2	09/05/2025	AMA2	Purchase Ledger	BINGO DABBER	16.66		
		Account	Mayor's Appeal		Account Totals	6,799.14	6,801.48
		Centre			Net Balance Month 4	2.34	

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<b>Committee:</b>	CCE	<b>Agenda Item:</b>	CCE558
<b>Meeting date:</b>	1 <sup>st</sup> July 2025	<b>Authors:</b>	Cllr's Donovan & Harman
<b>Subject:</b>	Race Night		
<b>Purpose:</b>	TO AGREE		

#### Recommendation(s):

To agree to enable organisation.

### 1. Background

To agree to take forward the following: -

#### FUNDRAISERS

- INTERACTIVE RACE NIGHT – a Mayoral event run by the Martello Rotary Club on 5<sup>th</sup> September 7pm – 9:30pm, using the main hall & main kitchen. £5 tickets to be sold by the Information Office. SCDA will supply and serve food (included in the ticket price).

#### Finances

Caretaker 10pm – 11:30pm £30

### 2. Options for Council

To agree to the event.

To not agree to the event.

### 3. Reason for recommendation

The Mayor requires the agreement from this committee to proceed with the event

### 4. Expected benefits

To enhance and highlight the role of the first citizen and to promote the Town of Peacehaven. To also raise funds for the Mayor's charity, Seahaven Community Food (Peacehaven Community Supermarket).

### 5. Event Specific Details

5.1 Purpose of the events	To highlight the role of the Mayor and spread the awareness of her chosen charity
5.2 How will the events be funded	Rotary Club support
5.3 What resources are needed	Foyer Kitchen, hall, approximately 12 – 14 tables (and 6 chairs to a table)

5.4 Staff time required	PR Officer, Information Officer (ticket sales), Caretaker(s)
5.5 Timescale to organise event	2 months

5.6 Marketing – yes for every event	
5.6i Will print marketing be required?	Yes
5.6ii What key information will need to be on the event poster?	Date, Time, Ticket price (with food included in price, and vegetarian option available).
5.6iii What organisation logos need to be on the marketing?*	PTC
5.6iv When will marketing need to begin?	Late July/early August

\*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.

## 6. Implications

6.1 Legal	Gambling Act 2005 <a href="https://www.legislation.gov.uk/ukpga/2005/19/contents">https://www.legislation.gov.uk/ukpga/2005/19/contents</a>
6.2 Risks	Risk Assessment carried out by PTC and the Rotary Club
6.3 Financial	Mayoral Event and as per Appendix A
6.4 Time scales	Event date 5 <sup>th</sup> September 2025
6.5 Stakeholders & Social Value	Open to all
6.6 Contracts	-
6.7 Climate & Sustainability	-
6.8 Crime & Disorder	-
6.9 Health & Safety	Risk Assessment to be in place, and PLI
6.10 Biodiversity	-
6.11 Privacy Impact	-
6.12 Equality & Diversity	Open to all

## 7. Values & priorities alignment

<b>Which of the Core Values does the recommendation demonstrate?</b>	
7.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
7.2 Growing the economy sustainably	<input checked="" 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 checked="" type="checkbox"/>
7.6 Valuing the environment	<input checked="" type="checkbox"/>

<b>7.7 Which business plan item(s) does the recommendation relate to?</b> Across the board
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## 8. Appendices

Appendix A - Finances

Event: Race Night

Date: 05.09.25

## Expenditure

Item	Cost	Qty	Total
50% takings from drinks	£3.00	42	£126.00
Rotary	£100.00	1	£100.00
Caretaker	£30.00	1	£30.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00

<b>TOTAL</b>		<b>£256.00</b>
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## Income

Item	Cost	Qty	Total
Tickets	£5.00	84	£420.00
Drinks	£3.00	84	£252.00
Sponsorship	£15.00	7	£105.00
Races	£72.00	1	£72.00
			£0.00

<b>TOTAL</b>		<b>£849.00</b>
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## Totals

<b>Surplus/Defecit</b>	<b>£593.00</b>
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<b>Committee:</b>	CCE	<b>Agenda Item:</b>	CCE559
<b>Meeting date:</b>	1 <sup>st</sup> July 2025	<b>Authors:</b>	Information officer
<b>Subject:</b>	Summer fair		
<b>Purpose:</b>	To update the committee of the event		

**Recommendation(s):**

To note the report

## 1. Background

THIS YEAR THE COMMUNITY SUMMER FAIR is on Saturday 12th July 11-4 at Centenary Park (big park).

The summer fair will be a no-car event, apart from blue badge holders. The car park will be supervised by members of staff who will also direct cars to the free car parks around Peacehaven. All members of staff will have lunch cover and will not be standing for the full day in one position.

The organising is now complete with the arena fully booked with local entertainers.

We have over seventy stalls booked and paid for; the confirmed stalls are Brighton kite flying, charity stalls, Chamber of Commerce, Living Coast Undersea, arts and crafts, fun fair, food vendors, face painting, to name but a few.

This year, outside the café, we are having a tent for local bands to showcase their talents. Marina Perryman is helping with this; it is the first time we have done this, so hopefully it will be a success.

The MC this year will be Nick Emmit; he will keep everyone entertained during the day.

Will Bailey the British champion table tennis player will be opening the fair with the Deputy Mayor Cllr Aimee Harman. We have dignitaries coming from many other towns to the event so the Deputy will be with them for the duration of their time at the fair; a small buffet will be purchased for the dignitaries with tea and coffee.

All staff will be working from 7am to set up the field and open, until at least 7pm when the final stall will leave the field.

The PR Officer has been heavily publicising the event on our platforms and other free publicity pages, which has been a huge success. The A1 boards have been up since June, and another banner will go up 2 weeks before the fair. We have also put up posters for the dog walkers to remind them that the car park will be closed from 9.30am on the day of the fair and that it will be disabled blue badge holders only.

We are having a kids' competition to find the hidden letter hunt clues that will be around the fair. Once they know what the special word is they will put the completed form in the box, we will pick out at random the winner, and a gift will be given

Alongside the arena, for the children we will be providing free games to play, activities, sand pits, toys to play with, which will hopefully encourage people to stay longer and be fun entertainment for low-income families; Staff and Councillors will manage this area.

Mr Pope will be having a dog agility show at the far end by the skate park this year.

We have purchased Paladin bins from LDC, 4 portable toilets which will arrive on Friday at the park, and an events licence has been purchased.

Cllr Gallagher will have her neighbourhood plan displayed in the PTC tent.

There will be tables and chairs for residents to talk to their local Cllrs.

### **Costs**

#### Expenditure

Paladin bins £160.00

Events licence. £25.00

Toilets £564.00

Printing and banner A1 boards £100.00

Mc £200.00

Food and drinks for Dignitaries £50.00

Total £1.099.00

#### Income

Sponsorship obtained £450.00.

Income of stalls so far £1100.00

## **2. Options for Council**

To note the report

## **3. Reason for recommendation**

To acknowledge the report.

## **4. Expected benefits.**

For information purposes.

## **5. Event Specific Details**

5.1 Purpose of the event	For the community
5.2 How will the event be funded	Sponsorship and events budget

5.3 What resources are needed	Sponsorship and staff commitment
5.4 Staff time required	7am -7pm
5.5 Timescale to organise event	Months

5.6 Marketing	
5.6i Will print marketing be required?	Yes
5.6ii What key information will need to be on the event poster?	Time, date, place
5.6iii What organisation logos need to be on the marketing?*	Sponsors
5.6iv When will marketing need to begin?	As soon as possible

\*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.

## 6. Implications

6.1 Legal	
6.2 Risks	
6.3 Financial	Staff, bins, event licence, toilets, mc, food, printing
6.4 Time scales	
6.5 Stakeholders & Social Value	
6.6 Contracts	
6.7 Climate & Sustainability	
6.8 Crime & Disorder	All risks assessments in place
8.9 Health & Safety	
6.10 Biodiversity	
6.11 Privacy Impact	
6.12 Equality & Diversity	For all ages

## 7. Values & priorities alignment

<b>Which of the Core Values does the recommendation demonstrate?</b>	
7.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
7.2 Growing the economy sustainably	<input checked="" 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 checked="" type="checkbox"/>
7.6 Valuing the environment	<input checked="" type="checkbox"/>

<b>7.7 Which business plan item(s) does the recommendation relate to?</b> CCE
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## 8. Appendices

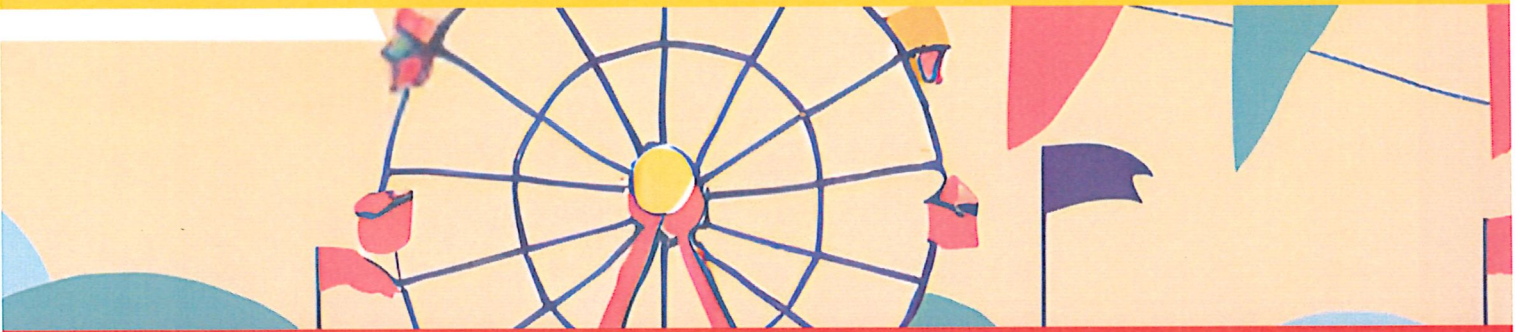
- a. Event Checklist is all completed and is available to view.





# Summer Fair @ The Big Park

## Peacehaven BN10 8RH



Arts & Crafts - Fun Fair - Refreshments  
Music - Dog Show - Kite Flying  
Classic Cars - Charity Stalls - Games Area  
and much more...

Parking For Blue Badge Holders Only.  
Bus Routes 12, 12A, 12X, 14 & 14C



12<sup>th</sup> July 2025 11am - 4pm



jarlands

The **co-operative** funeralcare



Northstar IT



# Summer Fair Letter Hunt

Hidden throughout the stalls are letters that spell out a word - but what is it?

Clue: Something you would find at a Summer Fair.

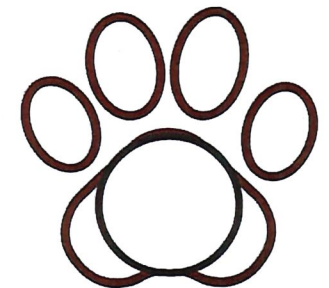
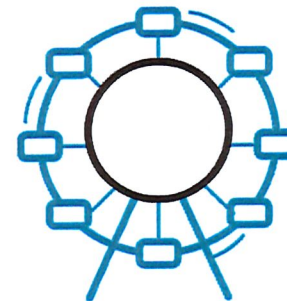
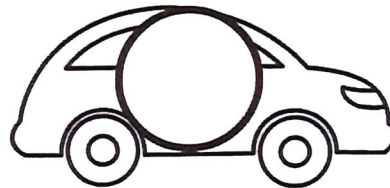
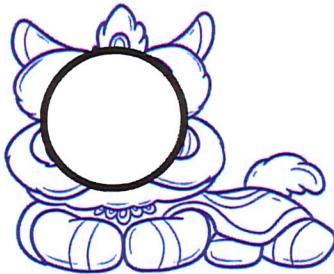
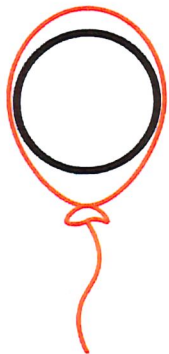
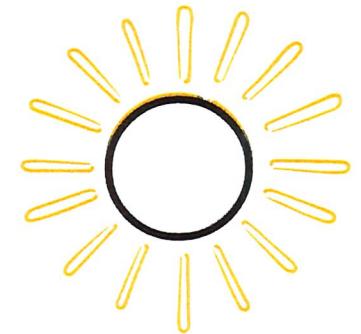
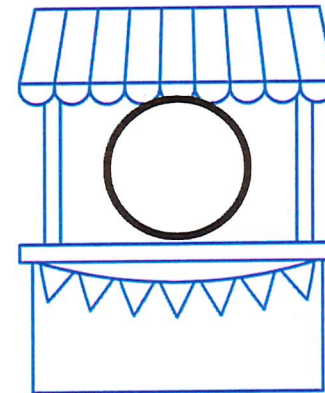
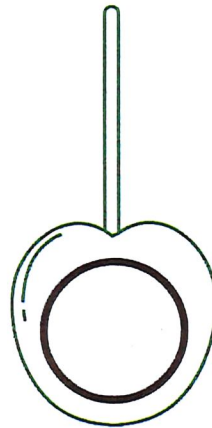
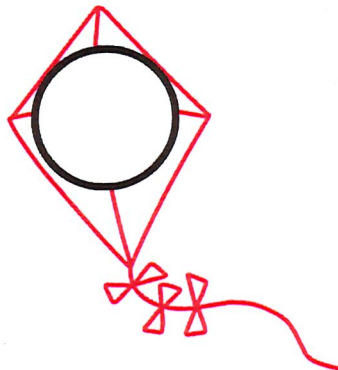
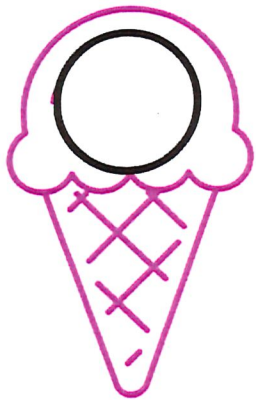
Submit your completed form in the box in the Peacehaven Town Council tent for the chance to win a special prize!

Answer:

Name:

Age:

Email address of parent:



Competition closes at 4.30pm on 12<sup>th</sup> July. Winner will be contacted via email within a week of the competition closing.



# Peacehaven Town Council

## Event Review Form

Event:	Easter Fair		
Date of Event	29/03/2025	Date of meeting	20/05/2025
Committee	Full Council	Agenda Item	CCE560
Report Author(s)	Cllr Donovan		

Summary of event
A well thought out and organised supported fundraising event. Craft stalls were invited to attend. Organised by artsy crafts, all stall money donated to the Mayor's charity. Raffle run by the Mayor raised further income.

Financial	
Income £347 - Tables £73 - Raffle	£420
Expenditure  None - the hall was sprovided free of charnge with it being a Mayoral event	£Click or tap here to enter text.
Total Surplus	£420

Number of people at event	Approximately 250
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Officers report
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A well run fair, with many various stalls with a real sense of Easter. Enjoyable for all ages.

**Councillor’s report**

As ever a brilliantfair, attracted different stall holders and more visitors. Marketing was excellent, all over socials and each stall holder distributed leaflets to their own areas.

**Climate change / sustainability factors**

Click or tap here to enter text.

**Social value/ impact factors**

Brought people to gether, met for coffee after the fair - café organised by the horticultural society.

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

Click or tap here to enter text.

# Civic & Community Events Committee

## 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

CCE561

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		



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BN10 8BB.

<b>Committee:</b>	CCE	<b>Agenda Item:</b>	CCE563
<b>Meeting date:</b>	1 <sup>ST</sup> July 2025	<b>Authors:</b>	MEETINGS & PROJECTS OFFICER
<b>Subject:</b>	VJ DAY 80 EVENT		
<b>Purpose:</b>	TO INFORM COMMITTEE		

#### Recommendation(s):

To agree to the event and expenses to be taken from Civic Events budget.

### 1. Background

VJ DAY 80 will be on Friday 15<sup>th</sup> August 2025 - the Government's dedicated website is [ve-vjday80.gov.uk](https://ve-vjday80.gov.uk).

Although the Government is not encouraging a specific flag to be flown or Beacon lighting to take place, communities and schools are being encouraged to commemorate the anniversary locally through the initiatives below:-

- [Letters to Loved Ones](#), a project encouraging people to share historical letters from VE and VJ Day generation relatives.
- [The Next Morning](#), a new film written by James Graham and focused on the hopes, dreams and ambitions of young people after the Second World War and what this means for young people today;
- [Our Shared Story](#), a collection of educational resources to support young people to engage with the commemorations;
- [For Evermore Tour](#), with more than 250 mobile exhibitions travelling across the UK and a number of global commemorative sites in the Pacific, highlighting the stories of those who fought in the Second World War, delivered by the Commonwealth War Graves Commission (CWGC).

On 2<sup>nd</sup> June 2025, two Officers (the Community and Information Officer, and the Meetings & Projects Officer), met with Cllr Donovan, Cllr Harman, Cllr Veck, and the Chair of RBL to discuss event options, from which the following order of the day was suggested:-

- The VJ Day flag to be raised at 11am, and Kohima Epitaph read – RBL and the Council in attendance, and all welcome.
- This will be followed by refreshments supplied by RBL at Community House where there will be repeat showings of the short (approx. 10 minutes) film 'The Next Morning' (as above) in the Anzac room.
- In conjunction with refreshments and the film, the 'Letters to Loved Ones' project (as above) will tie in with the day through a display of memorabilia, which Officers and Cllrs will have obtained from various sources; there will also be the opportunity for guests to contribute their writings i.e. 'Dear Future...'
- There will be a 2-minute silence after the last film showing.
- A selection of the letters will be placed into a time capsule.
- There will then be a tree planting (and the time capsule will be buried), by the Mayor to commemorate the occasion; the suggested words for the plaque are "In commemoration of VE & VJ Day 80, The Mayor of Peacehaven, Cllr Debbie Donovan, planted this tree on behalf of the community. We will remember them.". Photo of the tree is to the right



**2. Options for Council**

- To agree to proceed with the event and for costs to be taken from Civic Events budget.
- To decide and agree other event details and any associated costs to be taken from Civic Events budget.
- To not go ahead with the event.
- 

**3. Reason for recommendation**

To hold the event, and to tie in with the government's initiatives.

**4. Expected benefits**

To commemorate the day and involve the local community.

**5. Event Specific Details**

5.1 Purpose of the event	To commemorate VJ DAY
5.2 How will the event be funded	Civic Events budget
5.3 What resources are needed	As per items in the costs sheet (appendix A), memorabilia, printing, screens to display letters, screen to show film, chairs, use of community house and anzac room.
5.4 Staff time required	PR Officer, Caretakers, Parks Officer, and other officers to collect memorabilia.
5.5 Timescale to organise event	6 weeks

5.6 Marketing	
5.6i Will print marketing be required?	Yes
5.6ii What key information will need to be on the event poster?	Date, time, event details
5.6iii What organisation logos need to be on the marketing?*	PTC
5.6iv When will marketing need to begin?	Mid July

\*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.

**6. Implications**

6.1 Legal	None
6.2 Risks	None
6.3 Financial	As per costs sheet
6.4 Time scales	If event approved, work to begin straight after approval
6.5 Stakeholders & Social Value	Community involvement
6.6 Contracts	None
6.7 Climate & Sustainability	A tree will be planted
<b>6.8 Crime &amp; Disorder</b>	Community involvement may increase community cohesion
<b>8.9 Health &amp; Safety</b>	Risk assessment in place
<b>6.10 Biodiversity</b>	A tree will be planted

<b>6.11 Privacy Impact</b>	GDPR to be followed
<b>6.12 Equality &amp; Diversity</b>	Open to all

## 7. Values & priorities alignment

<b>Which of the Core Values does the recommendation demonstrate?</b>	
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 checked="" type="checkbox"/>
7.5 Supporting residents in need	<input type="checkbox"/>
7.6 Valuing the environment	<input checked="" type="checkbox"/>

<b>7.7 Which business plan item(s) does the recommendation relate to?</b>          
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## 8. Appendices

- a. Event Costs (from excel sheet)



Event: VJ Day 80

Date: 15.08.25

## Expenditure

Item	Cost	Qty	Total
20" Time Capsule	£66.14	1	£66.14
Wreath	£27.50	1	£27.50
Plaque	£29.99	1	£29.99
Tree guard	£50.00	1	£50.00
Tree Betula utilis var. jacquemontii, grounds	£100.00	1	£100.00
Tree stake	£4.90	1	£4.90
Tree tie	£0.80	1	£0.80
Tree delivery	£19.80	1	£19.80
VJ day flag	£24.00	1	£24.00
			£0.00

<b>TOTAL</b>		<b>£323.13</b>
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## Income

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

<b>TOTAL</b>		<b>£0.00</b>
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## Totals

<b>Surplus/Defecit</b>	<b>-£323.13</b>
------------------------	-----------------

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Town Clerk

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Community House,  
Meridian Way,  
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<b>Committee:</b>	CCE	<b>Agenda Item:</b>	CCE564
<b>Meeting date:</b>	1 <sup>st</sup> July 2025	<b>Authors:</b>	Cllr's Donovan & Harman
<b>Subject:</b>	To agree the following Mayoral fundraising events, Civic and awareness days		
<b>Purpose:</b>	TO AGREE		

#### **Recommendation(s):**

To agree in principle to enable organisation. Reports for each individual events / awareness days will be presented once organised at later committee meetings.

No TFG's are required.

## **1. Background**

At the start of each Mayoral year a list of dates and events are presented to this committee to be agreed to enable the Mayor to research, and take forward the recommendations to organise the events with her volunteers.

A reminder of the events definition as agreed at CCE on 12<sup>TH</sup> November 2024 (CCE479) can be found at Appendix A.

## **2. Options for Council**

To agree to take forward the following: -

- CHRISTMAS EVENT – details TBC, but date to be agreed as 10<sup>th</sup> December 2025, will be some sort of Community event encompassing some carol signing and involving local schools and organisations.
- BINGO – To carry on with the afternoon bingo sessions, profits to my charity. Mayoral event.
- QUIZ – 11<sup>th</sup> October at the Gateway Café. doors open at 6.30pm to 9.30pm. Tables of no more than 8, £5pp. A raffle will be available. The bar will be open for food & drink purchases. No bring your own! To be organised similar to last year's quizzes. All tickets sales will be sold at the information desk. At the event, it would be card only which the SCDA will facilitate. Mayoral event.
- Carboot Fair in aid of the Mayor's charity will take place on Sunday 10th August at the Dell, from 9-1. Sellers from 8am. SCDA will pay the £100 deposit, sign the T&Cs of hire, arrange the risk assessment, and take responsibility for the event, including organising the volunteers to Marshall the event. Card only payments will be accepted.
- COMMUNITY WALL – I have given this idea a lot of thought. Initially, I thought of a community flag, which has proved difficult because of printing. However, a dedicated wall open to local organisations, charities and businesses to buy a space for their logos seems a better suggestion, within a specific area. The location could be the foyer at Community House, visible to all visitors and hirers, the cost would be the price of a printed sticker and donation to my charity (to be researched). If the business or organisation folds then the sticker could be removed. This is a way of promoting Peacehaven as a whole.

PTC to work with the Mayor to organise. A concept design of how the wall could look would be needed and will need to go to Policy & Finance Committee as it pertains to the fabric of Community House.

## AWARENESS

- SCDA would like to run the café on permanent basis each Monday 10am – 1pm, this to help with social inclusion. No cooking will be done so the kitchen space would not be necessary – the session could be run purely in the foyer, with a table(s) put out for the SCDA to run it from. The group would have providers visit each week to help direct our residents to the correct services. SCDA may be able to provide a fridge to locate in the foyer, which would be managed during the café, and cleaned after each session, so unavailable at any other time. This would be a PTC supported event, where the space would be made available by PTC free of charge. If the SCDA wanted to use the kitchen then a charge would need to be applied or funded by PTC from a current budget at Committee's decision.
- A HEALTH & WELLNESS Awareness Day – To research services who would demonstrate & highlight their business, give advice and in some cases support. This would take place at the Outside Gym. Date to be confirmed. To maybe tie in with National Fitness Day on 23rd September. Report to next meeting
- NHS ANNIVERSARY – Saturday 5<sup>th</sup> July 2025 11am
- INTERNATIONAL WOMEN'S DAY – 8<sup>th</sup> March (2026) marketing only
- COMMONWEALTH DAY – 9<sup>th</sup> March (2026) Mayor to raise flag, marketing

## CIVIC EVENTS

- VJ DAY 80 – 15<sup>th</sup> August. See report to committee to include TREE PLANTING TO COMMEMORATE
- CIVIC CHURCH SERVICE – Sunday 21<sup>st</sup> September at the Church of the Ascension. This event falls on the International Day of PEACE. PTC to organise
- MERCHANT NAVY DAY – To raise the flag, marketing
- REMEMBRANCE SUNDAY 9<sup>th</sup> November PTC to organise in collaboration with RBL, marketing required
- ARMISTICE DAY – 11<sup>th</sup> November, PTC to organise in collaboration with RBL, marketing required
- V E DAY – 8th May (2026) PTC to organise with RBL

### 3. Reason for recommendation

The Mayor requires the agreement from this committee to proceed with her year's plans

### 4. Expected benefits

To enhance and highlight the role of the first citizen and to promote the Town of Peacehaven. To also raise funds for the Mayor's charity, Seahaven Community Food (Peacehaven Community Supermarket).

### 5. Event Specific Details

5.1 Purpose of the events	To highlight the role of the Mayor and spread the awareness of her chosen charity
5.2 How will the events be funded	Either by budget (Civic) or self-funding TBA
5.3 What resources are needed	Depends on the event

5.4 Staff time required	Mainly just to sell tickets and to market the events
5.5 Timescale to organise event	I have purposely proposed events starting in September which should give adequate time to organise

5.6 Marketing – yes for every event	
5.6i Will print marketing be required?	yes
5.6ii What key information will need to be on the event poster?	Depends on the event
5.6iii What organisation logos need to be on the marketing?*	As above
5.6iv When will marketing need to begin?	Probably a month before each event

\*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.

## 6. Implications

6.1 Legal	
6.2 Risks	
6.3 Financial	
6.4 Time scales	
6.5 Stakeholders & Social Value	
6.6 Contracts	
6.7 Climate & Sustainability	
<b>6.8 Crime &amp; Disorder</b>	
<b>8.9 Health &amp; Safety</b>	
<b>6.10 Biodiversity</b>	
<b>6.11 Privacy Impact</b>	
<b>6.12 Equality &amp; Diversity</b>	

## 7. Values & priorities alignment

<b>Which of the Core Values does the recommendation demonstrate?</b>	
7.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
7.2 Growing the economy sustainably	<input checked="" 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 checked="" type="checkbox"/>
7.6 Valuing the environment	<input checked="" type="checkbox"/>
<b>7.7 Which business plan item(s) does the recommendation relate to?</b>	
Across the board	

## 8. Appendix

None

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Town Clerk

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<b>Committee:</b>	Civic & Community Events	<b>Agenda Item:</b>	CCE565
<b>Meeting date:</b>	1 <sup>st</sup> July 2025	<b>Authors:</b>	Town Clerk
<b>Subject:</b>	TFG to start a Review of the Mayor's Handbook		
<b>Purpose:</b>	To agree		

#### **Recommendation(s):**

To agree to form a small TFG to commence a review of the Mayors Handbook.

### **1. Background**

The Mayor's Handbook last had a limited review in May 2023, but has not had a substantive review since 2019. As the role of the Mayor and functions of Council continue to develop and adapt, the Mayor's handbook also needs to be kept relevant and up to date, hence a thorough review of the handbook is now recommended.

The TFG can report back to Committee with the suggested amendments, which will ultimately need to be agreed at Full Council.

### **2. Options for Council**

- a. To form a small TFG to conduct a review of the Mayor's Handbook
- b. To request that Officers conduct the review of the Mayor's Handbook
- c. To not agree to review the Mayor's Handbook

### **3. Reason for recommendation**

Best practice in reviewing the handbook.

### **4. Expected benefits**

Fit for purpose document.

## 5. Implications

5.1 Legal	Local Government Act 1972
5.2 Risks	
5.3 Financial	None – Civic budget & Chairs Allowance budgeted separately.
5.4 Time scales	
5.5 Stakeholders & Social Value	Fit for purpose handbook.
5.6 Contracts	
5.7 Climate & Sustainability	
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	
<b>5.10 Biodiversity</b>	
<b>5.11 Privacy Impact</b>	In line with policy
<b>5.12 Equality &amp; Diversity</b>	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 type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

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

Efficiency and sustainability of Town Council resources

## 7. Appendices

Copy of current Mayor's Handbook

# PEACEHAVEN TOWN COUNCIL



## MAYORS' HANDBOOK May 2025 - 2026

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**The Mayor's Handbook is designed and compiled to assist the Mayor & Deputy Mayor with their civic duties. It does not supersede or take preference over Peacehaven Town Council's standing orders.**



## 1 Introduction

Section 245 of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council. The Chair of a Town Council is entitled to the title of Town Mayor. Peacehaven Parish Council made such a resolution and from 1979 has been a Town and the Chair has been Mayor.

Sections 15 & 34 of the Local Government Act 1972 require local councils to appoint a Mayor as the first business to be transacted at the Annual Council meeting. At the meeting at which the Mayor is elected (or before or at a later meeting, if so permitted by the council) they must sign a Declaration of Acceptance of Office and agreement to be guided by the Code of Conduct in the performance of their duties. The Mayor guides activities by managing the meetings of the council, ensuring that all Councillors have the opportunity to speak and that they keep to the point. A tie in votes may be settled by the casting vote exercisable by the Mayor when chairing a meeting.

**Other than in regard to the casting vote, a Mayor has no more power than any other Councillor and has no power to make decisions without a resolution of the council.**

The Mayor is the public face of the council and may be invited to official functions, where they must represent views of the council and not personal views. Section 15(5) of the Local Government Act 1972 enables a Mayor to be paid an allowance to meet the expenses of their office – see page 4 Mayor's Allowance.

The Mayor is the Chair of the Council and as such is the First Citizen of the Town of Peacehaven. The Mayor is the ambassador of the town and can help in the promotion of the council's objectives in the local community. In turn, the people of the town will have the highest regard for their Mayor, and they will expect the Mayor to carry out a full range of duties on their behalf and throughout the town.

## 2 Election of Mayor and Deputy Mayor

The Mayor and Deputy Mayor must be members of the council.

The election of Mayor is the first item of business at the annual council meeting with the election being decided by a majority of members present and voting on the matter at the meeting (Section 15, Local Government Act 1972).

Unless they have resigned or been disqualified, the outgoing Mayor continues in the post until their successor has been chosen and made a valid declaration of office.

The outgoing Mayor will, if present, preside at the Annual Council Meeting to elect his/her successor. If the outgoing Mayor is not present, the Deputy Mayor shall preside at the meeting to elect the successor. If neither the outgoing Mayor nor Deputy Mayor is present, the members present shall elect another member of the council to preside.

The person presiding at the annual council meeting must give a casting vote in the event of any equality of votes for the election of the new Mayor.

### 3 Mayor's Role

The Mayor and Deputy Mayor will be elected by the council annually. The Mayor shall be available for an official photograph within 2 weeks of being elected.

The Mayor and, in their absence, the Deputy Mayor will have the following responsibilities:

- To chair council meetings.
- To focus his/her activities on the communities of the town and, by focusing on the council's priorities, strengthen its links between those local communities and the council.
- To act as an enabler and ambassador by arranging meetings between the council and other parties for the benefit of the town, coordinated for them by the Civic Officer.

The Mayor may call an extraordinary meeting of the council, subject to provisions in the council's standing orders. If the Mayor fails or refuses to call an extraordinary meeting within 7 days after a request signed by 2 members of the Council, those 2 members may call an extraordinary meeting.

The Mayor's **Consort** must be over 18 years of age.

**The Mayor/Deputy Mayor is required to attend events organised by Peacehaven Town Council.**

When the Mayor attends an event to which they have been invited they may be presented with a token of appreciation – often in the form of a bouquet of flowers. It is important to remember that, under the Members' Code of Conduct, any such gifts must be reported to the Civic Officer in writing, within 28 days of receipt.

There may be occasions when the Mayor will need to present a civic gift. Any such gifts will be paid for out of the civic budget.

The Mayor will undertake an accredited chairmanship course as soon as possible after being elected to office.

Outgoing Mayors will be presented with a Past Mayors Badge, and Deputy Mayors will be presented with a gift as a token of appreciation on completion of a full term of office.

### 4 Deputy Mayor's Role

The Deputy Mayor only has a civic and legal status in the absence of the Mayor. It follows that invitations to a function should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not attend functions in their own right but only when deputising for the Mayor. The Deputy Mayor does not wear their chain of office when the Mayor is attending the same function.

All invitations should be sent for consideration to the Mayor as First Citizen (via the Civic Officer). If the Mayor cannot attend, it may be appropriate to pass on the invitation to the Deputy Mayor, at the discretion of the Civic Officer.



On the rare occasions when the Deputy Mayor is invited to a function in their own right there should be a clear procedure whereby the invitation is shown informally to the Mayor for agreement, in order that there is no misunderstanding.

The Deputy Mayor will undertake an accredited chairmanship course as soon as possible after being elected to office.

## 5 Written and Verbal Protocol

The full title of the Mayor is **The Worshipful the Mayor of Peacehaven or the Mayor of Peacehaven.**

The Mayor shall be addressed as: **Dear Mr Mayor or Dear Madam Mayor**

## 6 Chain of Office

The chain of office was designed and made by a local company Studio Crafts in 2003, which is no longer trading, however the jeweller remains local. Each of the links has an image of the Meridian Monument (also on the Town's logo) engraved on it and, therefore, the chain of office is a unique piece of regalia.

**Any alterations or additions will need to be ratified by Full Council.**

The chain of office should only be worn when the Mayor is undertaking official duties in their capacity as Mayor.

The chain of office may be worn where an official invitation has been received for events within the town where the Mayor and Civic Officer considers that those present would consider it appropriate to mark the occasion.

When attending an event within another Mayor's boundary, that Mayor's permission must be given for the wearing of the chain, **and it shall be worn only when invited to do so.** If this permission is not forthcoming, the chain of office cannot be worn, nor badge of office.

The Mayor enjoys precedence in their own area – not that of their neighbours. Therefore, the Mayor should not accept an invitation to attend, in an official capacity, a function in another area without the express consent of that area.

The Mayor is responsible for the chain during their term of office. It is insured by the Town Council, but the Mayor must ensure that it is kept safely so that it does not get damaged and should only be worn for official duties organised by the Civic Officer.

The Deputy Mayor will wear their chain of office whilst deputising for the Mayor.

## 7 Individual Requirements

The Mayor and Deputy Mayor should inform the Civic Officer and the Town Clerk of any health condition or disability at the start of their term, for which the Civic Officer will arrange any reasonable adjustments.

The Mayor and Deputy Mayor should inform the Civic Officer of any dietary requirements at the start of their term.

## **8 Dress Code**

The Mayor and Deputy Mayor should look smart and well-groomed at all engagements.

## **9 Social Media**

The Civic Officer will manage the Mayor's twitter account and will promote Mayoral events on Peacehaven Town Council's website, Facebook, Instagram and LinkedIn accounts, in co-ordination with the Communications Officer.

**It would be advisable for the Mayor and Deputy Mayor to discuss with their family and acquaintances for them to abide by similar recommendation with regard to suitable content on social media and appropriate behaviour.**

## **10 Political Activities**

The Mayor's role is **apolitical; political points should not be made**. The Mayor should not attend any political gatherings in their capacity as Mayor and no reference to politics should be made during conversation or during a speech.

**The Mayor is not permitted to canvass, leaflet drop or conduct electioneering during their entire term of office.**

## **11 Conduct**

The Mayor, when performing official duties, is the visible presence of the council. It is important that while being seen as warm and friendly, the office of Mayor is upheld with dignity, avoiding demeaning the role or acting in a way that could be criticised. Any invitation where the Mayor's presence requires a consort should be discussed by the Civic Officer with the Mayor, to ensure the consort has adequate understanding of the conduct expected by the council.

In the event of misconduct by the Mayor or Deputy Mayor, the Civic Officer or Town Clerk will seek advice from ESALC (East Sussex Association of Local Councils) and NACO (National Association of Civic Officers) and report to the relevant Committee.

**Any misconduct by the Mayor or Deputy Mayor which constitutes a breach of the Members' Code of Conduct should also be reported to the Monitoring Officer at Lewes District Council.**

## **12 Promotion of the Council**

The Mayor has a key role in acting as ambassador, promoting the town to the wider community. This may take a number of forms, including attending events arranged by other organisations as the council's official representative, hosting events that recognise achievement and/or service by members of the community, promoting the town or their charity on social media (via the Civic Officer) by video or helping achieve a closer relationship or understanding with organisations in the town.

If two invitations are received at the same time and the dates coincide, then the one concerning Peacehaven should take precedence over any invitation coming from outside the town.

The office of Mayor is a valuable avenue through which to improve ties with the local community. All official visits outside of the county of Sussex are to be approved by the Mayor and Civic Officer, at the discretion of the Civic Officer.

**All overseas visits are to be approved by Full Council.**

## **13 Christmas Cards**

The Mayor will need to select their Christmas card fairly early in the Mayoral year, to allow time for printing. The Civic Officer can supply the Mayor with a list of the previous year's recipients together with a local organisation list to help the Mayor to choose who they wish their cards to be sent to. The cards and postage will be paid for out of the Mayor's allowance, or as an alternative an e-card can be sent.

## **14 Mayor's Allowance**

The council recognises the need for an allowance to deal with the expectations of the office in connection with wardrobe, contribution to raffles, fetes, attendance at charity events, sending flowers and payment of tickets for their consort. It is important that the purpose to which the allowance is put can withstand public scrutiny.

Much of it will be used for hospitality. The Mayor must keep a written record with receipts and produce a financial statement at the end of the term. Any surplus should be returned to the Finance Officer within 28 days.

## **15 Mayor's Charities**

If the Mayor decides they wish to support a charity and/or local projects during their term of office, they should ensure that the charity is non-political, non-discriminatory and should benefit residents of the town. Monies must not be donated to profit making businesses established for that purpose.



## 16 Mayor's Charity Administrative Arrangements

*To clarify the relationship between the Mayor's charity appeal and the council's accounts and to give Officers clear direction ~~as to~~ regarding their role, the following provisions are suggested.*

The Mayoral charities each year should be either local groups or local branches of national or independent groups. This is important as funds are raised predominately from local people and they ought to be able to connect with the organisations being supported and see the relevance of their contribution to the community of Peacehaven.

A separate cost centre (on the integral RBS accounting system) will be used for the Mayor's Appeal, run by and overseen by the Finance Officer.

Where more than one charity is nominated it will be assumed that all monies received will be divided equally, unless specified by the current Mayor and confirmed by resolution of the Policy and Finance Committee.

Income generated will be assumed to be for the Mayor's Appeal as a whole and divided equally. If one of the nominated organisations puts on a specific event (publicised clearly for their benefit with the support of the Mayor) income received at that event may be allocated specifically to that particular charity. Such arrangements will be reported to the Policy and Finance Committee at the earliest opportunity.

The total income collected (and how it has been divided between the nominated charities) will be reported to the Policy and Finance Committee at the end of the Mayoral year. Cheques to the nominated charities will be presented to representatives at the Mayor's Reception. If the nominated charity is unable to send a representative to the Mayor's Reception, arrangements will be made to send the cheques by 31<sup>st</sup> May at the latest.

The council's internal auditor will be asked to include a review of management of the Mayor's charity and of the close accounts in their annual programme of work.

Charities wishing to accept the support and sponsorship of the Mayor will be required to confirm acceptance of these arrangements.

## 17 Engagements and Diary

On receipt of an invitation for the Mayor, the Civic Officer will forward the Mayor a copy at the earliest opportunity, including details of whether a speech is required. The Mayor must inform the Civic Officer of whether they wish to accept the invitation as soon as possible, and within 7 days at the latest.

The Mayor should keep a record of engagements and also inform the Civic Officer of dates and times that they are unavailable for Mayoral duties, to ensure the Deputy is available in their place.

The Mayor should make every effort to attend each engagement but if he/she is otherwise engaged the Deputy Mayor may attend, with mutual agreement. The Civic Officer will confirm the Mayor's/Deputy Mayor's attendance. If the Mayor and Deputy Mayor are unavailable, the invitation is to be declined. A

Mayoral engagement form for all events should be completed and sent to the Mayor with the invitations, along with the scoring Civic invitation form (see attached copies).

If the Civic Officer has confirmed acceptance and the Mayor and Deputy Mayor subsequently cannot attend, they must inform the Civic Officer to ensure an apology to be sent on the following working day. Following the attendance at any engagements, a 'thank you' email will be drafted by the Mayor and sent by the Civic Officer, on Mayoral headed paper.

## **18 Mayor's Events**

The Civic and Mayor's events are organised by the Civic Officer with the help from other Council Officers. There are to be fixed Mayoral events during each year. Other events can be organised by the Civic and Community Events Task & Finish Group; The main fixed events are:

- Mayoral Reception – April (or March in a year of elections)
- Civic Service - prior to 1 July each year
- Remembrance Day - November
- Winter Event – December

At the beginning of the Mayor's term of office, the Mayor must nominate a team of up to 10 volunteers to help support the Town Council office staff with the preparation, running and clearing up at Mayoral events. This support will be co-ordinated with the Civic Officer 5 volunteers should attend each event.

Sponsorship for the events will be sought by the Mayor and Civic Officer in conjunction with their team of volunteers. These events are mandatory for the Mayor or Deputy Mayor to attend.

Participation in events within and beyond the town shall be co-ordinated by the Civic Officer on behalf of the Mayor.

To ensure that an imbalance is not created between attendees at events, the Civic Officer will manage the guest list, limiting dignitaries to adjoining towns only.

The Civic Officer will issue press releases relating to any events organised on behalf of the Mayor.

### **18.1 Mayoral Reception**

The Mayor's Mayoral Reception shall be organised as a "thank you" to voluntary groups, individuals and businesses that support community life in the town. Appropriate food and drink shall be provided from the Mayor's reception budget. At an appropriate time during the event, the Mayor shall make a short speech to those present.

The event will be hosted by the outgoing Mayor towards the end of the Civic year, at a date to be agreed by the Mayor and Civic Officer. It will be held in the Main Hall of Community House.

Invitations to be sent to all Peacehaven Town Councillors, all Peacehaven Town Council staff, local dignitaries (i.e., local Mayors of Lewes, Seaford, Newhaven and Telscombe) local organisations,

individuals and local businesses that support community life in the town. Entertainment will be sourced, and a price negotiated by the Civic Officer.

Catering is to be organised and booked by the Civic Officer within the civic budget. All endeavours will be made to keep the cost to a minimum for both entertainment and refreshments, with the total cost to come from the Mayor's reception budget.

## **18.2 Civic Service**

The Civic service is to be held before 1 July each year. The Civic Officer will organise the details. It will be held at a venue of the Mayor's choosing.

## **18.3 Remembrance Day**

The Remembrance Day event will be held at the War Memorial in Meridian Park on the second Sunday of November each year. The Civic Officer will organise the details, working in association with local churches & schools and the Royal British Legion. Refreshments will be served afterwards in Community House.

The Mayor is expected to attend the Remembrance Day Parade & Service. The Deputy Mayor will be expected to attend if the Mayor is unavailable but can attend in the role of Councillor.

## **18.4 Winter Event**

A winter event, such as a Carol concert, Christmas Market, Frost fair, or other winter time celebratory event is customary. The nature of the event should be discussed by the Civic and Community Events Task & Finish Group and agreed at Committee.

## **18.6 Other events**

In addition to the fixed events detailed above the office will be able to support a maximum of three other events during the year. These events will be decided by the Mayor in discussion with the Civic Officer at a meeting each year before the end of June, to ensure that there is sufficient time to plan and organise the events.



**19 Declaration**

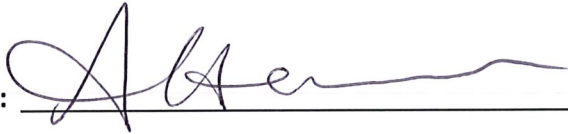
I Cllr Deborah Donovan as **Mayor** of Peacehaven Town Council confirm that I have read and will adhere to the procedures outlined in the Mayor's Handbook.

**SIGNED:****DATED:**20/5/25

I Cllr

Amiee Hane

as **Deputy Mayor** of Peacehaven Town Council confirm that I have read and will adhere to the procedures outlined in the Mayor's Handbook.

**SIGNED:****DATED:**20/5/25

**Sources of Reference used:** Civic Ceremonial – Paul Millward

George Dyson  
Town Clerk

☎ (01273) 585493  
✉ TownClerk@peacehaventowncouncil.gov.uk



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

<b>Committee:</b>	Civic & Community Events	<b>Agenda Item:</b>	CCE566
<b>Meeting date:</b>	1 <sup>st</sup> July 2025	<b>Authors:</b>	Town Clerk
<b>Subject:</b>	Mayor's Cadet		
<b>Purpose:</b>	To decide		

**Recommendation(s):**

To decide whether to proceed with agreeing that the Mayor can appoint a Mayor's Cadet for the Civic Year.

**1. Background**

Following civic events this year that members of local uniformed youth services have been involved with, it was highlighted that PTC could appoint a Mayor's Cadet as a formal position.

Some brief guidance on what the role would entail are included as an appendix to this report.

**2. Options for Council**

- a. To agree to appoint a Mayor's Cadet and agree guidelines/ handbook on this.
- b. To not agree to appoint a Mayor's Cadet.

**3. Reason for recommendation**

Following discussion with the Mayor.

**4. Expected benefits**

Inclusion of Youth in civic events, opportunity for members of local uniformed groups.

## 5. Implications

5.1 Legal	Local Government Act 1972
5.2 Risks	Ensuring safeguarding procedures are adhered to.
5.3 Financial	Cost of procuring a Mayor's Cadet badge.
5.4 Time scales	Dependant upon Committee decision.
5.5 Stakeholders & Social Value	Local uniformed youth groups.
5.6 Contracts	
5.7 Climate & Sustainability	
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	Risk assessment arrangements needed for attending events.
<b>5.10 Biodiversity</b>	
<b>5.11 Privacy Impact</b>	In line with policy
<b>5.12 Equality &amp; Diversity</b>	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 checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

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

Inclusion.

## 7. Appendices

Suggested guidelines document.



## PEACEHAVEN TOWN COUNCIL

**Agenda Item:** CCE567

**Title:** Committee Events Calendar

**Committee:** Civic and Community Events

**Purpose of Report:** To Inform and to be shared to all CCE

**Date:** 1st July 2025

members after each meeting for reference

### Agreed Events

Event	Agreed Date of Event	Time	Agreed Event Type (PTC/Mayoral/Civic/PTC Supported)	Event Details	Responsible Person(s)	Agenda Item and Date when event was agreed
VJ Day 80	15 <sup>th</sup> August	11am start	Civic	As per report at CCE on 1 <sup>st</sup> July 2025		
Summer Fair	12 July		PTC	Centenary Park	Information Officer	
Sussex Day	Monday 16 <sup>th</sup> June	10am	Civic	Flag Raising	Civic Office	
Armed Forces Day	Friday 27 <sup>th</sup> June	10 am	Civic	Flag Raising	Civic Office	
77 <sup>th</sup> NHS ANNIVERSARY	Friday 4 <sup>th</sup> July	11am	Civic	Flag Raising	Civic Office	
MERCHANT NAVY DAY	Wednesday 3 <sup>rd</sup> September 2025	10am	Civic	Flag Raising	Civic Office	
Civic Service	Sunday 21 <sup>st</sup> September	TBC	Mayoral	Service at the Church of the Ascension	Civic Office	
Car Boot Sale	10 <sup>th</sup> August 2025	TBC	Mayoral			
Remembrance	Sun 9 Nov	TBC	Mayoral	Church of the Ascension, Bramber Avenue	TBC	
Armistice Day	Tues 11 Nov	TBC	Civic	Memorial Park	TBC	TBC
INTERNATIONAL WOMEN'S DAY	6 <sup>th</sup> March 2026	TBC	Civic	Flag Raising		
COMMONWEALTH DAY	9 <sup>th</sup> March 2026	TBC	Civic	Flag Raising		

<b>Events not yet agreed</b>					
<b>Event</b>	<b>Proposed Date of Event</b>	<b>Time</b>	<b>Proposed Event Type (PTC/Mayoral/Civic/PTC Supported)</b>	<b>Event Details</b>	<b>Proposed Responsible Person(s)</b>
Welcome Café	Every Monday morning		PTC	An affordable place to meet, and have refreshments.	TBC
VE Day	8 May 2026		Civic	TBC from TFG on 22 <sup>nd</sup> Jan	TBC
Halloween	October 2026		PTC	Under CCE510 was proposed that the Halloween event be held biennially, opposite to the summer fair.	TBC
ArtWave	Sept 6,7,13,14,20,21 2025		PTC Supported	As per report	TBC
CHRISTMAS AFTERNOON TEA, CAROL CONCERT	Friday 28 <sup>th</sup> November or Thursday 10 <sup>th</sup> December	TBC	Mayoral	This could be classed as the Winter Event as per the Mayor's Handbook) – To slightly move away from the traditional carol concert. This event to include singers and our churches would be welcome to participate with nativity readings. This would be a ticket event, to include refreshments and would be open to the local community.	TBC
Children's Christmas Party	To decide if required		TBC	Idea suggestion: combine with a local pantomime?	TBC
Quiz	11 <sup>th</sup> October		Mayoral	Held at the Gateway Café (Possibly 3 quizzes over the Mayoral year).	TBC
Bingo	TBC		Mayoral	Monthly	TBC
Mayoral Reception	Saturday 11 <sup>th</sup> April 2026	TBC	Mayoral		TBC
INTERACTIVE RACE NIGHT	Friday 5 <sup>th</sup> September 2025	7pm – 9:30pm	Mayoral (4) (or PTC Supported??)	Supported by the Martello Rotary Club. The use of the main hall & main kitchen. Tickets to be sold by the Information Office.	

SCDA Café	Each Monday	TBC	PTC Supported?	SCDA would like to run the café on permanent basis each Monday, this to help with social inclusion. The group would have providers visit each week to help direct our residents to the correct services.	
HEALTH & WELLNESS Awareness Day.	Possibly Tuesday 18 <sup>th</sup> September 2025 (To maybe tie in with National Fitness Day)	TBC	PTC Supported?	To research services to demonstrate & highlight their business, give advice and in some cases support. This would take place at the Outside Gym.	

George Dyson  
Town Clerk

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Community House,  
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BN10 8BB.

<b>Committee:</b>	CCE	<b>Agenda Item:</b>	CCE568
<b>Meeting date:</b>	1 <sup>ST</sup> July 2025	<b>Authors:</b>	MEETINGS & PROJECTS OFFICER
<b>Subject:</b>	ArtWave Banner		
<b>Purpose:</b>	To consider the ArtWave banner request		

**Recommendation(s):**

To consider the banner request and for the costs to be taken from the Civic Marketing/Events budget.

## 1. Background

ArtWave has emailed a request asking if Peacehaven Town Council might be able to support Peacehaven's ArtWave event by paying for a (reusable) banner to promote the Peacehaven event and allow it to be placed in a prominent location to advertise the event; a price they had for a similar banner, which was put up in Firle last year was £150.

ArtWave would design the banner, which can be used for every Artwave event (always September) and have explained that this type of advertising is important to the artists - especially where there fewer exhibitions open (as is currently the case for Peacehaven)

ArtWave have provided us with the impact report of last year's event (please see Appendix A), which shows the visitor numbers and income generated for the creative community.

The Meetings & Projects Officer is in the process of finding out details from ArtWave, including the banner size, whether PTC could use their regular printer (which may be cheaper).

## 2. Options for Council

To agree, or not, to the request, and for the costs to be taken from Civic Events budget.

## 3. Reason for recommendation

A banner may indirectly support Peacehaven's creative community and enhance its status as a creative town.

## 4. Expected benefits

- As per the recommendation above.

## 5. Options for Council

To agree, or not, to the request and for costs to be taken from Civic Marketing/Events budget (120/4502).

## 6. Implications

Possibly less advertising

6.1 Legal	-
6.2 Risks	-
6.3 Financial	Allocation of costs to be agreed
6.4 Time scales	If agreed, this would move forward straightaway
6.5 Stakeholders & Social Value	Support Peacehaven's creative community & enhance status as a creative town
6.6 Contracts	-
6.7 Climate & Sustainability	reusable
<b>6.8 Crime &amp; Disorder</b>	-
<b>6.9 Health &amp; Safety</b>	Risk assessment adhered to if banner is agreed
<b>6.10 Biodiversity</b>	-
<b>6.11 Privacy Impact</b>	-
<b>6.12 Equality &amp; Diversity</b>	-

## 7. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
7.1 Empowering and supporting the community	<input 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"/>

<b>7.7 Which business plan item(s) does the recommendation relate to?</b> Isolation
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## 8. Appendices

Appendix A - ArtWave Impact Report





# Lewes District Council's Flagship Visual Arts Project

## Economic Impact

- **£333,229** approx total artists' income (based on 2024 artist feedback - 72% of venues provided feedback). Venues made an average of **£2,044**.
- The largest recorded single exhibition income was **£19,000**.
- Artwave acts as a gateway for visitors to enjoy the area and increases spend and stay. In 2024 the average spend on items and experiences not made by artists and makers (i.e. food, drink, shopping and accommodation) was **£37.88**.
- 11% of participants use Artwave as an opportunity to raise money and awareness for charities.

## Visitor Impact

- **56,039** approx number of visits (based on 2024 artist feedback - 72% of venues provided feedback).
- **98%** of visitors said they would visit again.

## Creative Community Engagement

- More than **1,000** creatives took part in 2024 across **163** exhibitions.
- **96%** of artists said they would take part again.

## Community With Creativity Since 1993

The creative industries contribute £115.9 billion annually, and employ over 2 million people. In the South East, the creative industries have experienced significant growth over the past decade, contributing £12 billion to the region's economy in 2023.

The sector enhances the UK's global cultural influence, and attracts international investment and tourism.

The 31st Artwave festival took place from 7th to 22nd September, and included 163 free exhibitions giving the opportunity to visit artists' private homes and studios, and more unusual venues such as a vineyard and a brewery. Artwave is open to all, from professionals to hobbyists.

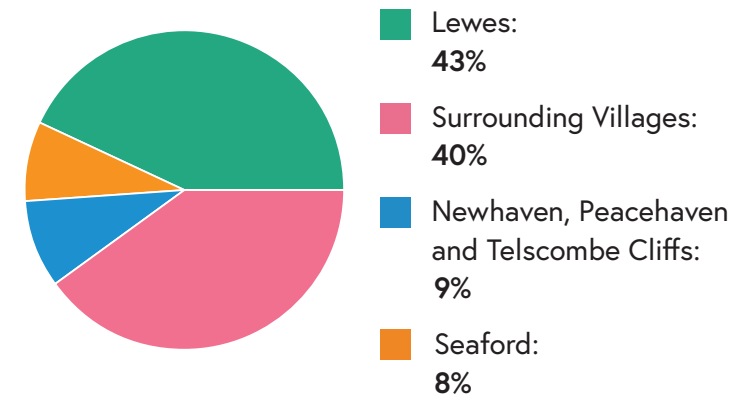
The annual festival attracts new and repeat visitors to the trails across Lewes, Newhaven, Seaford and the surrounding villages. This year Artwave also included exhibitions in Peacehaven and Telscombe Cliffs. Artwave is established as a key cultural tourism offer in East Sussex and showcases the wealth of creative talent in the area, covering jewellery, textiles, metalwork, ceramics, glass, craft, furniture, illustration, painting and printmaking.

Artwave enables and showcases the community of artists, designers and creatives in the Lewes District and promotes the district as an attractive place to live and work.

"It's wonderful to be part of a thriving artistic community of makers, artists and galleries. We find it's such a generous community to be part of, as venues always recommend each other, creating a supportive artistic ecosystem. We had lots of new visitors finding us for the first time, many of which have returned to enjoy our other arts events or take part in wine tastings."

**Mark Collins: Artelium Wine Estate Founder**  
Artwave Headline Sponsor 2024

## 2024 Venue Locations



## 2024 Headline Sponsor

**ARTELUM**  
WINE | ART | NATURE

## 2024 Supporters and Partners



## 2024 Artist Feedback

Artwave helps to strengthen a sense of place and community and is positive for participant's creative practice.

From the artist venues who responded to the feedback survey:

**95%** - thought Artwave was good value for money

**88%** - sold work during Artwave

**71%** - felt part of the local community during Artwave

**70%** - felt part of the creative community during Artwave

**48%** - made work connections during Artwave

**30%** - gained commissions through Artwave



"Artwave is a brilliant initiative and it's so amazing that Lewes District Council support it. On the weekend when I went into Lewes to visit some venues, the town was buzzing with people."

"Artwave has proved to be an annual fixture to look forward to for many visitors. I had multiple returns from last year which was very satisfying."

"Goes from strength to strength. Feels mature and open to even more of your creativity. You leave no stone unturned and I especially like the way you try hard to involve everyone and encourage making connections."

"It is a very important and enjoyable yearly event for the creative community to showcase their activities."

"I do enjoy Artwave - it is always a gentle festival. Visitors who arrived to view work were very interested and very lovely. New contacts were made and I am sure these people will return."

"Artwave offers a brilliant and affordable opportunity for everyone to exhibit their work and to join in with a well established art festival. This is its power. It would be great if there were Artwave events and benefits for exhibitors outside of the festival, and if the powerful network could be used to support local artists all year round."

"I love taking part in Artwave, all of us at Gote Barn do. It's become bigger and better each year and it's now quite a village event. This year felt like a real celebration of creativity with workshops, demos, live music and morris dancing! The supportive collective art community grown from Artwave over the past few years is absolutely wonderful!"

**Selected artist's feedback comments**



## 2024 Visitor Feedback

Artwave is a key annual cultural tourism offer in this part of East Sussex.  
From the visitors who responded to the feedback survey:

How many Artwave exhibitions did you visit?

**38%** 1 - 5  
**38%** 5 - 10  
**0%** 10 - 15  
**15%** 15 - 20  
**8%** 20 +

When did you visit Artwave?

**76%** During weekends only  
**23%** Weekends and weekdays  
**0%** During the week only

Visitor age:

**0%** 21 - 40  
**37%** 41 - 61  
**63%** 61 - 80  
**0%** Over 80

How did you hear about Artwave?

**54%** Printed Artwave guide  
**40%** Word of Mouth  
**23%** Instagram  
**22%** Poster  
**22%** Other  
**15%** Estate Agent Board  
**5%** Banner  
**7%** Other Social Media  
**3%** Local Newspaper  
**3%** Press Advert

Have you visited Artwave before?

**92%** Yes  
**8%** No

"Congratulations to the organisers and participants. Artwave offers a unique, highly varied experience of local and regional artwork, full of ideas, skill and commitment."

"It's a fabulous festival and, in my opinion, more enjoyable than Brighton Open Houses. The variety of venues and quality of work is excellent and very enjoyable."

Selected visitor feedback comments





## 2024 Promotion

### Press and Advertising

- **Press coverage:**

TV: ITV News Meridian

Radio: Radio Reverb

Print: Sussex Express and The Argus.

- **Free of charge editorial coverage:**

Seaford Scene: September 2024 - monthly readership 15,000 (front cover)

The Lewesian: August 2024 - monthly readership 6,500 (front cover)

The Lewesian: September 2024 - monthly readership 6,500 (front cover)

Lewes List: September 2024

ROSA Magazine: Autumn 2024

Peacehaven Directory: August 2024 - monthly readership 7,000

Peacehaven Directory: September 2024 - monthly readership 7,000 (front cover).

- **LDC comms:**

Lewes District Council comms including Facebook Live, email shots, social media

DN Magazine: Summer 2024 - delivered to every home in LDC - monthly readership 45,000 (front cover)

Promotion via [visitlewes.co.uk](https://www.visitlewes.co.uk) and associated social media and Visit Lewes events e.g Walk This Way.

### Events

- Artwave, ROSA Magazine and The Makers Directory held a free networking event for artists and makers.

## Physical Marketing

- 15,000 copies of the Artwave guide were distributed to the artists taking part (from Charleston in Lewes) and by a specialist arts distribution company across East Sussex. Charleston in Lewes acted as the main hub for 2024.
- Lamppost and vinyl banners were displayed across the Lewes District.
- 1000 posters were displayed across the Lewes District, including the Brighton to Seaford train line and Tourist Information Centres. A further 100 A4 posters were distributed across East Sussex.
- Sponsored reusable (for 5 years) estate agent boards offered to all artists taking part.

## Digital Marketing

- [artwavefestival.org](http://artwavefestival.org)  
24k visits (+2% yr/yr), 18k unique visits (+3% yr/yr), 43k page views (-9% yr/yr).
- Promotional email shots to a growing number of visitors on the database.
- Artwave Instagram account: 219 posts in total for 2024 festival with an increase in followers to 11,500 (19% increase in followers since 2023).
- Paid Facebook ad campaign. 9,056 views.

## Cross-Promotion

- Cross-promotion with local arts organisations including Charleston, Artists Open Houses (Brighton) and Creative Newhaven.
- Targeted promotion to local galleries, buyers and arts contacts.
- Participating venues ran their own promotion including Lewes Depot cinema (approx 7,000 visitors over the 3 weeks) advertising Artwave during their film trailers.
- Lewes and Seaford Tourist Information Centres distributed copies of the 2024 guide.
- Cross-promotion with sustainable travel organisations including Cuckmere Community Bus and the Brighton to Seaford train line.

"I was delighted to be invited to feature on the cover of this year's Artwave brochure, a really special privilege for anyone exhibiting in the festival.

It has been particular fun seeing the jug pop up on posters around the town and district, something I could never have imagined when I attended my first Artwave over twenty years ago!

I hope it's been a good ambassador for this wonderful celebration of local creativity, and also for the beautiful place we are lucky to call home."

**Gloria Beyer: Sussex Lustreware - 2024 cover artist**



# Peacehaven Town Council

**Agenda Item:** CCE571      **Title:** Committee Action Plan

**Committee:** Civic and Community Events      **Purpose of Report:** To Inform

**Date:** 1st July 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.
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