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

DRAFT Minutes of the meeting of the Community Engagement Committee meeting held in the Anzac Room, Community House on Tuesday 9th 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 21st September at 10am, Church of the Ascension
- Bingo Wednesday 24th September 2pm - 4pm at Community House
- Quiz 11th 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 1st 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 6th 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 12th 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 11TH OCTOBER 2025

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

15. CCE587 TO AGREE THE 2ND MAYORAL QUIZ FOR 2025 AS FRIDAY 17th APRIL 2026 AT COMMUNITY HOUSE

It was proposed as Saturday 18th 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 3rd 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 4TH NOVEMBER 2025

The date was **noted**.

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

Detailed Income & Expenditure by Budget Heading 17/10/2025

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Civic Events							
4349 Civic Training	0	500	500		500	0.0%	
4351 Youth Mayor	67	500	433		433	13.3%	
Civic Events :- Direct Expenditure	67	1,000	933	0	933	6.7%	0
4331 Mayor's Allowance	60	1,500	1,440		1,440	4.0%	
4332 Civic Events	451	2,700	2,249		2,249	16.7%	
4335 Civic Expenses	266	1,500	1,234		1,234	17.8%	
4339 National Mourning	0	100	100		100	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	777	6,550	5,773	0	5,773	11.9%	0
Net Expenditure	(844)	(7,550)	(6,706)				
120 Marketing							
1048 E-News Advertising	0	180	180			0.0%	
1049 Banner Board	1,520	2,000	480			76.0%	
1051 A1 Boards	165	0	(165)			0.0%	
1301 Filming	2,440	1,000	(1,440)			244.0%	
Marketing :- Income	4,125	3,180	(945)			129.7%	0
4306 Printing	92	900	808		808	10.2%	45
4328 Website	0	1,500	1,500		1,500	0.0%	
4502 Events	210	500	290		290	42.0%	125
Marketing :- Indirect Expenditure	302	2,900	2,598	0	2,598	10.4%	170
Net Income over Expenditure	3,823	280	(3,543)				
6000 plus Transfer from EMR	170	0	(170)				
Movement to/(from) Gen Reserve	3,993	280	(3,713)				
Grand Totals:- Income	4,125	3,180	(945)			129.7%	
Expenditure	1,146	10,450	9,304	0	9,304	11.0%	
Net Income over Expenditure	2,979	(7,270)	(10,249)				
plus Transfer from EMR	170	0	(170)				
Movement to/(from) Gen Reserve	3,149	(7,270)	(10,419)				

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	
3	26/06/2025		Cashbook	BINGO		110.00
4	03/07/2025		Cashbook	MAYORAL DONATION WALK FOOTBALL		20.00
4	21/07/2025		Cashbook	RACE NIGHT		40.00
5	04/08/2025		Cashbook	RACE NIGHT		15.00
5	08/08/2025		Cashbook	BINGO		75.00
5	12/08/2025		Cashbook	RACE NIGHT		30.00
5	14/08/2025		Cashbook	RACE NIGHT		5.00
5	15/08/2025		Cashbook	RACE NIGHT		5.00
5	22/08/2025		Cashbook	RACE NIGHT		25.00
5	22/08/2025		Cashbook	RACE NIGHT		30.00
5	22/08/2025		Cashbook	RACE NIGHT		45.00
5	26/08/2025		Cashbook	RACE NIGHT		35.00
5	26/08/2025		Cashbook	RACE NIGHT		15.00
5	28/08/2025		Cashbook	RACE NIGHT		10.00
5	28/08/2025		Cashbook	BINGO		50.00
5	29/08/2025		Cashbook	RACE NIGHT		20.00
6	04/09/2025		Cashbook	RACE NIGHT		5.00
6	09/09/2025		Cashbook	MAYORS RACE NIGHT BAR REV		125.00
6	10/09/2025		Cashbook	RACE NIGHT		15.00
6	23/09/2025		Cashbook	RACE NIGHT		358.00
6	25/09/2025		Cashbook	BINGO		88.00
6	25/09/2025		Cashbook	QUIZ		5.00
6	25/09/2025		Cashbook	QUIZ		15.00
7	02/10/2025		Cashbook	QUIZ		25.00
7	07/10/2025		Cashbook	QUIZ REFUND	25.00	
7	09/10/2025		Cashbook	QUIZ REFUND	5.00	
7	09/10/2025		Cashbook	QUIZ REFUND	15.00	
Account Mayor's Appeal					Account Totals	6,844.14
Centre					Net Balance Month 8	1,123.34

COMMUNITY ENGAGEMENT

	2025/26 Budget	Draft 2026/27 Budget	% Change	
110 Civic Events				
4331 Mayor's Allowance	1,500	1,500	0.0%	
4332 Civic Events (inc mayors reception, service & remembrance	2,700	3,000	11.1%	
4357 Town Crier Outfit	750	0	-100.0%	
4335 Civic Expenses (Inc mayors badge, Deputy Mayor Gifts, Mayoral Boards etc)	1,500	1,200	-20.0%	
4339 National Mourning	100	100	0.0%	
4349 Civic Training	500	500	0.0%	
4351 Youth Mayor	500	500	0.0%	
Civic Expenses: Expenditure	7,550	6,800	-9.9%	
Net Expenditure over Income	7,550	6,800	-9.9%	
120 Marketing				
4328 Website	1,500	1,500	0.0%	
4502 Events	500	500	0.0%	
4306 Marketing Costs	900	1,200	33.3%	
Marketing: Expenditure	2,900	3,200	10.3%	
1048 Peacehaven News advertising	180	0	-100.0%	
1301 Filming	1,000	1,500	50.0%	
1051 A1 Boards	0	1,100	#DIV/0!	Moved from P&H
1022 Planter Advertising	0	1,100	#DIV/0!	Moved from P&H
1049 Banner Board Income	2,000	3,000	50.0%	
Marketing: Income	3,180	6,700	110.7%	
Net Expenditure over Income	-280	-3,500	1150.0%	
430 Summer Fair				
4502 Event Costs	1,500	2,500	66.7%	Includes £1000 for climate fair
4500 Event Staff Overtime	3,000	1,500	-50.0%	
4900 Miscellaneous Expenses	0	0	#DIV/0!	
Summer Fair: Expenditure	4,500	4,000		
1045 Event Sponsorship	500	0	-100.0%	
1046 Stall Income (Events)	1,050	0	-100.0%	
1094 Other Customer & Client Receipts	500	0	-100.0%	
Summer Fair: Income	2,050	0		
Net Expenditure over Income	2,450	4,000	63.3%	
COMMUNITY ENGAGEMENT: Total Expenditure	14,950	14,000	-6.4%	
COMMUNITY ENGAGEMENT: Total Income	5,230	6,700	28.1%	
Net Expenditure over Income	9,720	7,300	-24.9%	

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Community House,
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Committee:	Community Engagement	Agenda Item:	CCE605
Meeting date:	4 th November 2025	Authors:	Public Relations Officer
Subject:	Update on Peacehaven Town Council's 'Statement of Intent as to Community Engagement'		
Purpose:	To note the Community Engagement update		

Recommendation(s):

To note

1. Background

This report sets out to update the Council Members on how aspects of the [Peacehaven Town Council – 'Statement of Intent as to Community Engagement'](#) are being met and which aspects need to be reviewed.

The below subheadings are taken from the forementioned 'Statement of Intent', that was adopted in May 2025 (Appendix A)

4.1 The council will engage with the community by providing:

- **An accessible council office at the heart of the community.**

As members are aware, the Information Desk is open Mon-Fri 9am – 4pm and the phone line is manned throughout this time.

Since the shopping centre closed, there has been concern that residents don't know that PTC is still based at Community House. The Public Relations Officer, together with the Meetings and Projects Officer, has investigated the installation of a directional road sign on Greenwich Way (on the lamppost where there is already signage for PCS and Wave Leisure). However, this is an extremely costly exercise (in excess of £500). Once Morrison's have started building works, it is extremely likely that there will be an opportunity to seek funding from them for new directional signage.

- **A website <https://www.peacehaventowncouncil.gov.uk> which includes a wide range of information and how the community can contact the council or councillors.**

The Public Relations Officer is working hard to ensure that the Peacehaven Town Council website has current up to date information, however this is an ongoing process. Contact details for the council and Councillors.

New pages have been added and in other cases where a page has been hidden, it will now show under the navigation menu to ensure ease of use. These include: -

- Updating the Mayors page. This now shows a list of previous mayors and also links through to the mayor's chosen charity
- The Joff, Family Hub and Scouts pages have been added. These can be found under "Doing it for the Kids"
- Community Grants, Annual Reports and any new pages are now listed under the navigation menus
- The Council Meeting & Agendas Page: The Meetings and Projects Officer has implemented an accordion on the page. This allows for easy access to current and previous agendas and minutes. There is also now a system built in that automatically archives those older than three years.
- New pages have been created for Councillor Committee Membership, The Welcome Café, Peacehaven Community Supermarket, the Peacehaven Meridian Line Meander and the local MP
- The following new pages will be created over the next month: Safe Space and One You

In addition to this, new photos have been added to the site that are more colourful.

Concerns have been raised regarding the search engine function; therefore, the Public Relations Officer is working with Madison's to ensure that the algorithm index is automatically kept up to date and maintained.

A monthly newsletter

It was agreed by Full Council on 8th October 2024, that the monthly newsletter should be changed to bi-monthly to "avoid newsletter fatigue and to allow for more, quality editorial content rather than struggling to find articles". This was implemented. However, readership figures remain low, fluctuating between 673 and 1182. Due to this and the amount of time it takes to compile and edit the magazine, the Public Relations Officer wanted to assess whether the absence would be noticed, so a short hiatus was implemented. This break was not announced to ensure an accurate measure of engagement. In the office, only three people mention that they hadn't seen it and two of those were regular contributors. However, the Public Relations Officer is aware that some Councillors may have been approached separately.

Despite the low figures, *Peacehaven News* has been produced to cover November and December, this is mainly due to an increased number of Town Council events and news.

On 8th October 2024 at Full Council, it was also agreed that 100 copies of the magazine would be professionally printed, however unfortunately no budget was put in place for this.

Councillors should also note that we publicise our events every month in the Peacehaven Directory and just recently been invited to publish events in the Peacehaven & District Chamber of Commerce Newsletter

- **An Annual Report summarising the council's activities for the year and providing details of the council's financial position**

The Annual Report is produced every year and presented at The Annual Town Assembly. The current edition 2024/25 (along with previous years, going back to 2016/17), is available for download on the website, under Your Council/Council Business.

Hardcopies are also available from the Information Desk should residents require it.

- **A timetable of council and committee meetings and encouraging public attendance**

A timetable of council and committee meetings are listed on the website under Your Council/Council Meeting Schedule. This is updated by the Committees and Assistant Projects Officer.

Hard copies are available from the Information Desk should residents require it.

Before the Public Relations Officer took up post, it was decided that meetings would not be advertised on social media to avoid over-posting. However, as of November, Full Council meetings will be advertised on Facebook and Instagram to encourage public attendance.

The timetable is also published in *Peacehaven News*.

- **Details of agendas for all council and committee meetings on noticeboards throughout the town, as well as on the council website**

Agendas are displayed at least 3 clear days before the meeting on the 11 notice boards around the town as well as the council website.

- **A period of time at the start of council and committee meetings for questions from members of the public**

This is adhered to at every meeting.

- **Minutes of all council and committee meetings on the council website**

This is updated on a regular basis by the Committees and Assistant Projects Officer

- **Nominated councillors as representatives to outside bodies with interests affecting the area**

Councillors who serve on outside bodies and associations are listed under Councillors by Ward on the website and report back to Full Council.

- **The organisation for the Annual Town Assembly, which is open to all residents**

This is adhered to every year. The last one was held on 22nd April at 7pm and publicised throughout the town, including Community House, on PTC socials and website.

2. Implications

5.1 Legal	It is ensured that statutory requirements are met
5.2 Risks	Not adhering to statutory requirements
5.3 Financial	Officer time, printing costs
5.4 Time scales	On-going
5.5 Stakeholders & Social Value	To involve the community
5.6 Contracts	-
5.7 Climate & Sustainability	Adhere to PTC's Single Use Plastic Policy
5.8 Crime & Disorder	By engaging the community this may go some way to mitigate crime & disorder
5.9 Health & Safety	Adhere to PTC's Health & Safety policy statement
5.10 Biodiversity	Adhere to PTC's Biodiversity Policy
5.11 Privacy Impact	Adhere to PTC's Data Protection Policy
5.12 Equality & Diversity	Adhere to PTC's Equality & Diversity Policy

3. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	☒
6.2 Growing the economy sustainably	☐
6.3 Helping children and young people	☐
6.4 Improving the quality of life for residents and visitors to Peacehaven	☒
6.5 Supporting residents in need	☒
6.6 Valuing the environment	☐

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

Core Values:

Empowering and supporting the community

Support a resilient, inclusive, and healthy community, tackle inequalities, and promote the safety of the community

Support and inspire children and young people to raise their aspirations reach full potential

Provide support in times of need and improve quality life

4. Appendices

[Peacehaven Town Council – Statement of intent as to community engagement](#)



Peacehaven Town Council

Peacehaven Town Council – Statement of intent as to community engagement

1. Introduction

1.1 The council aims to provide services of high quality and to represent the interests of its residents throughout its area. This statement outlines the council's intentions with regard to community engagement.

2. The community

2.1 The council is directly responsible to the people of its area, who collectively form the community. Within the community, there are a variety of different bodies and the council must therefore relate closely to those bodies as well as the community as a whole.

2.2 The different bodies making up the community are likely to include:

- Businesses and their representative bodies.
- Those who use the services provided by the council, whether residents or not.
- Non-residents working in the town.
- Visitors, whether tourists or those using the town's facilities and shops.
- Voluntary groups including church and youth organisations.
- Schools and other educational establishments.
- Other statutory bodies providing services within the council area.

3. Aims and objectives

3.1 The council aims to ensure that residents and the bodies making up the community are appropriately involved in the decision-making process, particularly in relation to the provision of services and facilities. Whenever possible and practical, the council will encourage the involvement of community members in order to identify their needs and concerns.

3.2 To this end, the council will maintain and develop effective working relationships with all sectors of the community in the expectation that this will lead to:

- Improved satisfaction with public services in the area
- A greater sense within the community that people are involved in decisions which affect them
- Greater awareness within the community of the role and responsibilities of the council

4. Opportunities for community involvement

4.1 The council will engage with the community by providing:

- An accessible council office at the heart of the community.
- A website <https://www.peacehaventowncouncil.gov.uk/> which includes a wide range of information and how the community can contact the council or councillors.
- A monthly newsletter

- An Annual Report summarising the council's activities for the year and providing details of the council's financial position
- A timetable of council and committee meetings and encouraging public attendance
- Details of agendas for all council and committee meetings on noticeboards throughout the town, as well as on the council website
- A period of time at the start of council and committee meetings for questions from members of the public
- Minutes of all council and committee meetings on the council website
- Nominated councillors as representatives to outside bodies with interests affecting the area
- The organisation for the Annual Town Assembly, which is open to all residents

5. Opportunities for formal representation to the council

5.1 The council may appoint advisors on specific areas of activity where their expertise would assist the council in its decision making, but equally welcomes public participation at council and committee meetings.

5.2 On a day-to-day basis, the Clerk is generally available to meet those who may wish to attend the council office in order to discuss matters of interest or concern.

5.3 From time-to-time particular topics arise which are of sufficient community wide interest to justify the organisation of a public meeting, and the council will make arrangements for such meetings to be held in a suitable location should such a situation arise.

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Committee:	Community Engagement	Agenda Item:	CCE606
Meeting date:	4 th November 2025	Authors:	Public Relations Officer
Subject:	Communications Report		
Purpose:	To agree to establish a communications group for aspects of Peacehaven Town Council's Communications.		

Recommendation(s):

To establish a communications group that reports into the Community Engagement Committee.

1. Background

This report provides a broad overview of various elements related to PTC communications and community involvement. It also emphasises the possible need for establishing a Communications Working Party or Task and Finish Group.

Social Media - a general background

The social media landscape in the UK	Top performing social media platforms in the UK
Internet access in the UK: 97%	Facebook – 38.3 mil
Time spent online: 4 hours and 20 minutes online each day	Instagram – 33.4 mil
	TikTok – 24.8 mil
(All data from IPSOS)	X (Formally Twitter) - 22.9 mil

Peacehaven Town Council is represented on:

- Facebook - 3081 Followers
- Instagram - 516 Followers
- X (Formally Twitter) - 1031 followers (made of mainly of FB and Instagram followers)

The Public Relations Officer uses all three platforms for:

- News & information – Provide information on what's happening, including events for both the Town Council and other local groups. Keep residents up-to-date and informed
- Signposting – Point people to services that can support them i.e. Citizens Advice
- Ask Questions – Find out what residents think of a certain issue – using the platforms as a virtual door step
- Share content – Sharing posts from elsewhere, including ESCC and LDC

Despite a healthy following, members need to remember that Social Media works on an algorithm, therefore posts may not necessarily be seen by everyone who follows the pages.

Advertising Events and Council News - a general background

Currently, the Town Council do not pay for any advertising, either online or in the print media, however the Public Relations Officer advertises (for free) through the following media and online platforms:

- PTC Social Media
- PTC Website
- PTC Notice Boards
- The Sussex Express*
- The Argus
- The Peacehaven Directory
- Seahaven FM
- More Radio
- Visit Lewes
- Seaford Tourist Information
- Experience Sussex

*There is an ongoing issue with Sussex Express printing PTC news in their Town/Village news section, which the Public Relations Officers is seeking to resolve.

The Public Relations Officer is currently looking at other physical venues, such as The Co-Op, The Yemeni and Sainsburys

News that is felt to be of public interest is sent via a press release to the following:

- The Sussex Express (print)
- The Argus (print)
- BBC Sussex (Radio)
- BBC Southeast (TV)
- Meridian News (TV)

Marketing Materials

The Public Relations Officer mainly uses Canva to produce marketing materials as it is the most user-friendly of the platforms.

Surveys/Questionnaires

Microsoft Forms is the preferred option for any questionnaires or surveys as it is free as part of the Microsoft Office package.

2. Options for Council

Below is a summary of the options for the Council to consider regarding supporting the Public Relations Officer in enhancing communication efforts:

Option A:

Establish a Communications group to assist in delivering the Communications Strategy and developing key initiatives. This group would focus on exploring new channels (including those utilising the Town Council's advertising assets), and establishing engagement methods and analysing results. Alongside interested members, it would be useful for the group to include members with business experience and acumen, and could provide networking opportunities.

Option B:

Allow the Public Relations Officer to work independently without forming a group.

3. Reason for recommendation

The Councillors have considerable communications expertise that can be harnessed to enhance the Town Council's public engagement efforts.

4. Expected benefits

The aim is to increase the Town Council's engagement with residents. Establishing a dedicated Communications group will help develop and implement ongoing strategies to improve public interaction and community involvement.

5. Implications

5.1 Legal	It is ensured that statutory requirements are met
5.2 Risks	Not adhering to statutory requirements
5.3 Financial	Officer time
5.4 Time scales	On-going
5.5 Stakeholders & Social Value	To increase community engagement with residents
5.6 Contracts	-
5.7 Climate & Sustainability	-
5.8 Crime & Disorder	By engaging the community this may go some way to mitigate crime & disorder
5.9 Health & Safety	-
5.10 Biodiversity	-
5.11 Privacy Impact	Adhere to PTC's Data Protection Policy
5.12 Equality & Diversity	Adhere to PTC's Equality & Diversity Policy

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	☒
6.2 Growing the economy sustainably	☐
6.3 Helping children and young people	☐
6.4 Improving the quality of life for residents and visitors to Peacehaven	☒
6.5 Supporting residents in need	☐
6.6 Valuing the environment	☐

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

A Communications Review item under the Business Plan was agreed at committee in September 2025, and is awaiting approval by Council.

7. Appendices

None

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Events Committee	Agenda Item:	CCE607
Meeting date:	4 th November 2025	Authors:	Civic and Events Officer
Subject:	Events Report		
Purpose:	To agree the events		

Recommendation(s):

To agree the events

1. Events

I. PTC REMEMBRANCE SUNDAY AND ARMISTICE DAY – Sunday 9th & Tuesday 11th November

These events are to commemorate the fallen soldiers from Peacehaven, as is customary, with a service at the Peacehaven and Telscombe War Memorial. Two events are proposed. One is Remembrance Sunday, which is 9th November 2025 and the other is Armistice Day, on the 11th November 2025. The Sunday event is the larger of the two, with road closures, due to a procession heading from the Joff Youth Club to the War Memorial. A two-minute silence will be observed at both events, with a maroon sounding at the start and end of the Armistice Day silence.

This is something which happens every year and it is expected for PTC to host these events, where the community come together and can socialise with friends, family, civic members, the churches and the town council staff.

This event will be funded by the Events budget.

II. PTC Children's Christmas Party – Friday 12th December 2025

Committee agreed to hold this event on Friday 12th December.

The proposed times are from 4:30pm-6pm, where the children will get 1.5 hours of crafts and games, plus snacks. There will be face painting, biscuit decorating, arts and crafts plus fancy dress. Santa will be invited and the children will get a gift.

This will be a fun afternoon for the children and their parents, and is something the local community enjoy and look forward to. The children get to play with children they might not know and the parents get to meet other parents and the council staff. It's a good way to engage children and allow them the space to run around and use craft materials they might not usually have access to.

The ticket cost is proposed as £6 per child. This event is not expected to make money, but to break-even through ticket sales and donated items.

Any Councillors available will be gratefully received.

III. Mayoral Easter Fair - 28th March 2026

This proposal is for a spring, pre-Easter artisan fair, a day full of creativity and community spirit, held at Community House starting at 11:00am.

The fair will feature a variety of assorted arts and crafts stalls, showcasing local talent and sustainable products. There will also be refreshments available throughout the day, ensuring that guests can enjoy a delightful experience while exploring the incredible offerings

This event is to be self-funded through vendor table sales, and is expected to raise a small profit for the Mayor's charity, Seahaven Community Food.

IV. **Mayoral Tea and Cake Event – Friday 24th April 2026**

In the spirit of inclusion, it is proposed to hold an afternoon tea party, with dancing and cake, for the older generation in the hall at Community House. There will be live music, but this will not be the focus. There will be a brief dance lesson, just to give participants a refresher. The jazz event in 2024 was well attended and made a profit. A ticket price of £5 is suggested and this will be used to buy refreshments, which will be brought to the tables. Tea and coffee will be served from the kitchen in the foyer.

Times are to be confirmed, but the hall is available from 3pm.

This event is to be self-funded through vendor table sales, and is expected to raise a small profit for the Mayor's charity, Seahaven Community Food.

V. **PTC Wellbeing Awareness Day – Saturday 2nd May 2026**

The date for this event was agreed at committee. The event is to be held in Meridian Park, with the primary goal of providing accessible, free, and engaging activities to promote the physical and mental health of Peacehaven residents. Meridian Park will provide an ideal, central location for this community event, with a pre-existing outdoor gym and a calm, open atmosphere.

The event's objectives include:-

- Encourage community members to use the public park for healthy activities.
- Introduce residents to various local wellbeing services and exercise groups.
- Offer practical, stress-reducing activities for all ages.
- Foster a stronger sense of community and connection among residents.

The core objective of The Community Wellbeing Day at Meridian Park is to promote health and community engagement in an accessible format. The event will bring together multiple local organisations, such as the Town Council, Wave Active (Peacehaven Leisure Centre), and the Community Supermarket, enhancing the programme's offerings.

Summary of Activities

The event is to feature a diverse programme of activities designed to appeal to a broad audience, utilising the natural and recreational assets of the outdoor gym at Meridian Park.

- **Outdoor Gym Taster Sessions:** A qualified fitness instructor led introductory sessions on the Jubilee Outdoor Gym equipment, demonstrating proper usage and basic workout routines. Participants to try the mini ski, health walker, and rower with guidance.
- **Mindfulness and Meditation:** An instructor from a local wellness group to host several short, guided mindfulness and meditation sessions by the Peacehaven War Memorial. The serene park setting enhanced the relaxing experience for attendees.
- **Community Walking Group:** A guided walk following the MERIDIAN LINE MEANDER to be offered. The walk aimed to encourage physical activity and provided a social opportunity for new connections.
- **Healthy Eating Stand:** In partnership with the Peacehaven Community Supermarket, a stall to be set up to provide information on affordable, healthy eating. Volunteers to distribute recipe cards and provided food samples

- **Information Hub:** A central hub to provide information from various local organisations, including Peacehaven Leisure Centre and mental health support services. Staff/volunteers to be on hand to answer questions and offer advice.
- **Estimated Attendance:** Approximately 150-200 attendees throughout the day, representing a cross-section of age groups.
- **Engagement:** The outdoor gym sessions aimed at families and younger adults, while the mindfulness sessions are aimed to attract a stream of all ages.

Resources required: Officer time, stall holders, gym trainers, the community walking group to promote the newly launched Meridian line Meander Walk and the healthy eating, a stand to give awareness to SCDA community supermarket and services. The event could benefit from a dedicated team of volunteers to help with setup, direct attendees, and assist at information points.

If the event is a success, it will be instrumental in planning an even more successful event in the future.

The event will be self-funded through stall sales (charity stalls will not be charged).

NOTE FOR ALL EVENTS: Through delegated powers, the Civic & Events Officer will monitor finances, reporting to their line manager.

2. Options for Council

- To approve all events
- To approve some events
- To not approve any events
- To suggest alternatives

3. Reason for recommendation

To enable each event to progress.

4. Expected benefits

To help encourage community cohesion, inclusion and social interaction, and go towards alleviating social isolation.

5. Event Specific Details

5.1 Purpose of the event	As per each item's description
5.2 How will the event be funded	As mentioned per event
5.3 What resources are needed	As per each event
5.4 Staff time required	Officer and councillor time to attend and promote
5.5 Timescale to organise event	Approximately between one to two months each

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, location, price (if relevant)

5.6iii What organisation logos need to be on the marketing?*	The Civic and Events Officer will communicate details to the PR Officer
5.6iv When will marketing need to begin?	In succession, once events are agreed

*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	Risk assessments to be completed
6.3 Financial	As indicated per event above
6.4 Time scales	Around 1-2 months per event
6.5 Stakeholders & Social Value	As item 4
6.6 Contracts	-
6.7 Climate & Sustainability	Adhere to PTC's Single Use Plastic Policy
6.8 Crime & Disorder	By engaging the community this may go some way to mitigate crime & disorder
8.9 Health & Safety	Adhere to PTC's Health & Safety policy statement
6.10 Biodiversity	Adhere to PTC's Biodiversity Policy
6.11 Privacy Impact	Adhere to PTC's Data Protection Policy
6.12 Equality & Diversity	Adhere to PTC's Equality & Diversity Policy

7. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
7.1 Empowering and supporting the community	☒
7.2 Growing the economy sustainably	☐
7.3 Helping children and young people	☒
7.4 Improving the quality of life for residents and visitors to Peacehaven	☒
7.5 Supporting residents in need	☒
7.6 Valuing the environment	☐

7.7 Which business plan item(s) does the recommendation relate to? Aspects of the events tie in with the Isolation Business Plan item

8. Appendices

None



Peacehaven Town Council

Event Review Form

Event:	CHARITY INTERACTIVE RACE NIGHT		
Date of Event	01/09/2025	Date of meeting	04/11/2025
Committee	COMMUNITY ENGAGEMENT	Agenda Item	CCE609
Report Author(s)	Cllr Deborah Donovan		

Summary of event

An interactive race night for all ages was organised to raise funds for the Mayor's charity, The Seahaven Community Suprmarket.

The whole event was organised by the Martello Rotary Club and the food was donated and cooked by Len Fisher (SCDA).

A bar was available throughout the evening and a raffle was organised by the Mayor. Tickets were £5 which included a curry meal.

Financial

Income Includes ticket sales, sponsorship, raffle & bar	£778
Expenditure No direct expenditure - hall usage was provided for no cost due to be a mayoral event	£0.00
Total Surplus	£778

Number of people at event	Approx 60
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Officers report

It was a fun evening's entertainment with a jovial atmosphere and good turn out of attendees. The organisers were well-versed with the activity and helped to make it an enjoyable evening for all ages.

Councillor's report

This was an entertaining evening which raised £778 for the Mayor's charity and highlighted the work of the Martello Rotary Club and SCDA charity. My sincere thanks to all involved which made the event a success.

Climate change / sustainability factors

Click or tap here to enter text.

Social value/ impact factors

Bringing the community together for a fun evening.

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

Click or tap here to enter text.

Civic & Community Events Committee

CCE610 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

CCE610

Project	Contact with the Chamber of Commerce		
Description	Representatives from Peacehaven Town Council attending Chamber of Commerce meetings, regular updates from the Chamber and joint projects with the Chamber		
Target Completion	2025	Current Position	Outside body reps in place.
Resource Allocation	Officer and Councillor time, cost of breakfast meetings		
Measure of Success	Survey of local businesses and annual review meetings with the Chamber of Commerce		

Project	Closer working with Schools & Nurseries		
Description	Continue developing the role of the Youth Mayor and School/ Nursery projects. Collaborate with the School Council, and provide work experience placements		
Target Completion	2026	Current Position	In progress
Resource Allocation	Officer time		
Measure of Success	Lines of Communication in place with Schools and Nurseries		





Peacehaven Town Council

Agenda Item: CCE612
Committee: Community Engagement
Date: 4th November 2025

Title: Events Calendar

Purpose of Report: To Inform

Agreed Events

Event	Day	Date	Month and Year	Time	Event Details
Welcome Café	Monday	6	Oct-25		An affordable place to meet, and have refreshments. Weekly on a Monday
Bingo	Wednesday	29	Oct-25	2pm - 4pm	Monthly
Remembrance Sunday	Sunday	9	Nov-25	10:15-12.30pm	Meet at The Joff. Refreshments at CH
Armistice Day	Tuesday	11	Nov-25	10:45-11.30am	Memorial Park
Meridian Meander Launch	Monday	17	Nov-25	09:30am start	Meet at the Meridian Monument. Refreshments at CH
Mayor's Festive Winter Sizzler	Friday	28	Nov-25	5 to 7pm	Winter Event as per the Mayor's Handbook. Various community groups and people taking part
Children's Christmas Party	Friday	12	Dec-25	4:30-6pm	Bouncy castle, face painting, fancy dress, biscuit decorating
International Women's Day	Friday	6	Mar-26	TBC	Flag Raising
Commonwealth Day	Monday	9	Mar-26	TBC	Flag Raising
Quiz	Saturday	18th	Apr-26	6.30pm - 9pm	Community House
Health & Wellness Awareness Day	Saturday	2	May-26	TBC	To research services to demonstrate & highlight their business, give advice and in some cases support. This would take place at the Outside Gym.
VE Day	Friday	8	May-26		TBC from TFG on 22 nd Jan

Events Not Yet Agreed

Event	Day	Proposed Date	Month and Year	Time	Proposed Event Type (PTC/Mayoral /Civic/PTC Supported)	Event Details
Arts & Crafts	Saturday	28th	Mar-26	Mayoral	TBC	Easter craft fair
Mayoral Reception	Saturday	16th	May-26	TBC	Mayoral	(was originally planned for 11th April)
Tea and cake event	Friday	24th	Apr-26	Mayoral	Mayoral	Currently in discussion
Halloween	TBC	TBC	Oct-26	TBC	PTC	Under CCE510 was proposed that the Halloween event be held biennially, opposite to the summer fair.



Peacehaven Town Council

Agenda Item: CCE614
Committee: Community Engagement
Date: 4th November 2025

Title: Committee Action Plan

Purpose of Report: To Inform

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 Line Meander	Meridian Line Meander TFG	The launch date is 17 th November 2025
November 2024	29 April 2025	Event Sales	PR to look into using EventBrite and such platforms, and advertising at the gateway café, Sainsburys, and to ramp up leaflet dropping.	PR Officer	Eventbrite charges etc are very expensive
	Ongoing	To hold a biennial Summer Fair	To promote the town	CCE	Underway
January 2025	May 2025	Future Events	To review how future events are administered	Chair of CCE	Completed as per working groups set up 09/09/25