

George Dyson
Town Clerk

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



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

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

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

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

There were no members of the public in attendance.

1. CCE550 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, read out a Civility & Respect statement, went through the building fire procedure, asked for phones to be put onto silent, informed everyone that the meeting was being recorded, reminded that the public are invited to ask questions only during public questions. The Chair then informed the Council of the following:

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

2. CCE551 PUBLIC QUESTIONS

There were no public questioners.

3. CCE552 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

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

4. CCE553 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

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

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

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

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

7. CCE556 TO ELECT A VICE CHAIR OF THIS COMMITTEE

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

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

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

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

Proposed by: Cllr Donovan Seconded by: Cllr Wood

All in **favour**

9. CCE558 TO AGREE THE MAYORAL RACE NIGHT REPORT

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

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

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

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

Proposed by: Cllr Wood Seconded by: Cllr Gallagher

All in **favour**.

10. CCE559 TO NOTE THE SUMMER FAIR REPORT

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

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

The report was **noted**.

11. CCE560 TO NOTE THE EASTER FAIR REVIEW REPORT

The Easter Fair report was **noted**.

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

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

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

The Business Plan was **noted**.

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

a. Inclusion Working Group

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

14. CCE563 TO NOTE THE VJ DAY 80 REPORT

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

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

Proposed by: Cllr Donovan Seconded by: Cllr Studd

All in **favour**

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

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

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

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

Proposed by: Cllr Donovan Seconded by: Cllr Gallagher

All in **favour**

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

Proposed: Cllr Wood Seconded by: Cllr Donovan

All in **favour**

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

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

Proposed by: Cllr Donovan Seconded by: Cllr Harman

All in **favour**

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

Proposed by: Cllr Veck Seconded by: Cllr Gallagher

All in **favour**

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

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

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

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

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

Proposed by: Cllr Veck Seconded by: Cllr Donovan

All in **favour**

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

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

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

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

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

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

Proposed by: Cllr Veck Seconded by: Cllr Gallagher

1 member abstained

Committee **resolved to carry** the proposal.

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

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

Proposed by: Cllr Donovan Seconded by: Cllr Wood

All in **favour**

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

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

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

Proposed by: Cllr Donovan Seconded by: Cllr Studd

All in **favour**

21:03 – Cllr Gallagher left the meeting

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

21:05 – Cllr Gallagher rejoined the meeting

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

Proposed by: Cllr Wood Seconded by: Cllr Harman

All in **favour**

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

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

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

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

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

Proposed by: Cllr Gallagher Seconded by: Cllr Donovan

Committee **resolved to carry** the proposal

1 member abstained

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

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

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

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

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

Proposed by: Cllr Veck Seconded by: Cllr Wood

All in **favour**.

19. CCE568 TO CONSIDER THE REQUEST FROM ARTWAVE

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

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

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

Proposed by: Cllr Gallagher Seconded by: Cllr Veck

All in **favour**.

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

The complaints were **noted**.

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

The Chair made a call for volunteers.

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

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

The action plan was **noted**.

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

The date was **noted**.

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

Detailed Income & Expenditure by Budget Heading 27/08/2025

Month No: 5

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	0	1,500	1,500		1,500	0.0%	
4332 Civic Events	339	2,700	2,361		2,361	12.6%	
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	606	6,550	5,944	0	5,944	9.2%	0
Net Expenditure	(672)	(7,550)	(6,878)				
120 Marketing							
1048 E-News Advertising	0	180	180			0.0%	
1049 Banner Board	1,260	2,000	740			63.0%	
1301 Filming	1,560	1,000	(560)			156.0%	
Marketing :- Income	2,820	3,180	360			88.7%	0
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	165	2,900	2,735	0	2,735	5.7%	45
Net Income over Expenditure	2,655	280	(2,375)				
6000 plus Transfer from EMR	45	0	(45)				
Movement to/(from) Gen Reserve	2,700	280	(2,420)				
Grand Totals:- Income	2,820	3,180	360			88.7%	
Expenditure	838	10,450	9,612	0	9,612	8.0%	
Net Income over Expenditure	1,982	(7,270)	(9,252)				
plus Transfer from EMR	45	0	(45)				
Movement to/(from) Gen Reserve	2,027	(7,270)	(9,297)				

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	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	
		Account	Mayor's Appeal		Account Totals	6,799.14	7,151.48
		Centre			Net Balance Month 6	352.34	



Peacehaven Town Council

Event Review Form

Event:	Welcome Cafe		
Date of Event	Winter months	Date of meeting	09/09/2025
Committee	C & E	Agenda Item	CCE582
Report Author(s)	Cllr Wendy Veck		

Summary of event

During the Winter months for the last 2 years the council has been running a not-for-profit Welcome Cafe to combat loneliness and provide information to the public. There has been free tea and coffee available to everyone with light snacks and cakes available for a donation towards keeping the service free. Alongside the cafe there has been information available via local groups and organisations, such as the fire service, neighbourhood 1st, drug abuse services, childrens services and we have engaged the services of a touch of gentleness to provide free hand massages. There have been Cllrs available for advice on local issues. We have one volunteer who has assisted in talking to some of the elderly who particularly relate to her. There has also been a small stall available to purchase small, useful affordable items; this has been run by a separate volunteer. There has been a really good response to this past year with regular service users requesting its return in the winter months. There were also FREE coats, hats etc available to those in need on a rail provided by donations to the council. Paula Woolven provided free surplus bread and pastries brought in from Denton by one of the office staff each week.

Financial

Income Not for profit.	£Click or tap here to enter text.
Expenditure Zero. The set up cost was £10 initially to cover the first batch of tea/coffee and milk. This was recouped by the donations made. The kitchen was made available free of charge by the council as a council run event. There was no use of the cooker. Only the hot water, dishwasher, toaster and microwave were used.	£Click or tap here to enter text.
Total Surplus	£112.42 donated to Haven's Food Cooperative who provided free

	cakes and bread every week.
--	-----------------------------

Number of people at event	Various. The main users were elderly and people hiring rooms such as the choir who meet on a Monday. There was last year a suprising number of younger residents popping in.
----------------------------------	--

Officers report
The mornings seemed busy with various organisations involved, and the the sign-posting appeared informative and used. We noticed that regular hirer's participated, that the mornings were well attended; it seemed to be a well-used Monday morning café.

Councillor's report
The service provided was a comprehensive wrap around service for those who would otherwise have stayed at home alone. It has been a great success in finding out exactly what people needed in the area. It would be nice to offer the service again this year in a similar format perhaps including some different service providers.

Climate change / sustainability factors
No plastic used Helped with food waste

Social value/ impact factors
Helped to combat loneliness and increase awareness of services available in the area.

What would we do differently if we ran the event again?
Invite extra services to be involved.

George Dyson
Town Clerk

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



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

Committee:	C & E	Agenda Item:	CCE583
Meeting date:	9 th September 2025	Authors:	Cllr Wendy Veck
Subject:	Welcome Cafe		
Purpose:	Discuss the return this Winter and to set a date		

Recommendation(s):

To recommend returning of the Welcome Cafe, discuss the format and set a date.

1. Background

The Welcome Cafe has been a space for local people to access services, meet up with friends and enjoy a free tea/coffee during the Winter months to help combat loneliness as part of the council's isolation project. We have in the past offered small snacks and cakes for a donation to help cover the cost. Last year we had a range of service users who came in for various reasons. One of our volunteers is older which helped us connect with a generation who otherwise would not have come forward.

It's been a great way for the council to connect with vulnerable and socially disconnected people. It has raised the profile of our services with councillors being available to answer a wide range of questions. There has been a volunteer who has bought in a stall selling very affordable small useful items who herself is disabled. It has been a great benefit to her to be able to join in and help provide a valuable service for locals who might struggle accessing the shops in the area since the Coops closure.

We have engaged the services of various local groups and organisations to assist residents in finding out what's on in the area. These range from alcohol advice, fire services, Lewes District Council's Neighbourhood First, and community policing to name a few. We have also had a touch of gentleness offering free hand massages.

It has been a great way to assess how we tailor our approach to the residents of Peacehaven.

We have also had a basket of bread and pastries available for free donated by Havens Community Food. The council has also provided a rail with free coats and warm clothing. There has been a good uptake with lots more being donated by service users who have attended in the past.

This year we have had a discussion with the SCDA with regard to assisting in running the Welcome Cafe. They have offered volunteers if needed in the cafe itself. They also have access to computers for those who are digitally excluded as part of their inclusion drive. The SCDA would like to operate a community fridge as part of the initiative, although at present these discussions are ongoing. They have access to other partner organisations who can provide signposting and community wellbeing in return for promoting the Community Supermarket held at Community house on a Thursday, this would benefit service users and highlight other services available in the local area.

2. Options for Council

To agree the return of The Welcome Cafe using last years template and costings and set a restart date. The proposed start date would be the beginning of October.

To agree for the Welcome Cafe not to return

3. Reason for recommendation

During the Winter months some of our residents need more support. Opening our doors helps the council build strong bonds with the community and assess current needs.

4. Expected benefits

To help to combat social isolation, to assist our residents in accessing local services and to provide an affordable warm and welcoming environment for everyone.

5. Event Specific Details

5.1 Purpose of the event	To help combat social isolation and provide a listening ear.
5.2 How will the event be funded	The Welcome Cafe is self-funded by donations for cakes and snacks
5.3 What resources are needed	Use of the main kitchen area 10am – 1pm on a Monday.
5.4 Staff time required	Zero, although the PR officer may need to assist with promotion of the event
5.5 Timescale to organise event	24rs notice required so allow our volunteers to set up and attend

5.6 Marketing	
5.6i Will print marketing be required?	Yes - posters and small flyers around the building
5.6ii What key information will need to be on the event poster?	The Council logo. Dates and times. Information about the services provided.
5.6iii What organisation logos need to be on the marketing?*	The logo of any partner organisation attending updated online.
5.6iv When will marketing need to begin?	Ongoing if 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	None
6.2 Risks	None
6.3 Financial	Zero cost to Council – self funding
6.4 Time scales	Every Monday 10am – 1pm
6.5 Stakeholders & Social Value	Immeasurable
6.6 Contracts	None
6.7 Climate & Sustainability	The cafe will not be using plastic and will recycle according to the councils guidelines
6.8 Crime & Disorder	None

8.9 Health & Safety	All cafe volunteers are Health and Hygiene trained, and food goods supplied will be cooked in a registered kitchen. Goods sold on the stall will be sold subject to the council's trading guidelines. The volunteers from touch of gentleness are all safeguarding trained.
6.10 Biodiversity	The council has a comprehensive recycling system in place
6.11 Privacy Impact	A safe space will be made available if someone requires a confidential conversation
6.12 Equality & Diversity	Open to all. The centre provides safe access to those less mobile.

7. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
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"/>

7.7 Which business plan item(s) does the recommendation relate to? Combating social isolation

8. Appendices

None

Peacehaven

Youth

Mayor

Handbook





Peacehaven Youth Mayor

“Making Peacehaven a better place to live, work & visit”

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

Introduction	2
The Role of a Youth Mayor	2
Responsibilities	2
Purpose and Priorities	3
Benefits of Being a Youth Mayor.....	3
Do's and Don't's	4
Civic Protocol	4
Elections & Handover.....	5
Youth Mayor Budget	5
Council Meetings	5
Contact with the Council.....	5
Working with the Adult Mayor	6
Support	6
Invites and Engagements	6
Annual Events	7
Youth Groups	7
Charity Support	7
Fundraising.....	7
Personal Details.....	8
Youth Mayor Email Account	8
Parent/Guardian Involvement.....	8
Safeguarding	9
Risk Assessments.....	9
To Conclude.....	9
Formal Agreement	10

Introduction

This handbook is a supportive guide that outlines the responsibilities and expectations associated with the roles of both the Youth Mayor and Deputy Youth Mayor of Peacehaven. Both positions aim to represent the views and interests of the youth in the town.

The Youth Mayor takes the lead with Youth Mayoral duties, as set out in this handbook, and is expected to attend events, functions and engagements, while the Deputy Youth Mayor supports with these duties and is expected to step in when needed.

From here on, the term "Youth Mayor" refers to both roles, unless stated otherwise.

The Role of a Youth Mayor

The Youth Mayor and Deputy Youth Mayor (typically aged 9-18 years of age) are elected annually, around September, by students at Peacehaven Community School (PCS). Their main duty is to represent the youth of Peacehaven in a non-political, civic role. The elections are organised by PCS, at its expense.

The Youth Mayor is invited to take part in the Town Council's events and various other occasions, including engagements alongside the Mayor of Peacehaven and others representing the Mayor; to give talks, speeches or present awards at ceremonies; and to help build a relationship with the people of Peacehaven and to increase their profile.

The amount of time required to dedicate to the role is flexible, but attendance at occasional weekend or evening events and meetings are a necessity.

The role of Youth Mayor does not give the individual any power or decision-making abilities; it is a non-political, civic role and therefore has no power to act on behalf of the Council. The role itself will be tailored to the individual but there are still requirements that must be met and personal attributes that will ideally be in place. The Youth Mayor will ideally:

- Demonstrate confidence when communicating with people of all ages
- Be passionate about provisions and services for younger generations
- Have the desire to make a difference
- Be able to commit their own time to the role
- Be keen to learn about and get involved with the Council
- Be happy attending civic events and representing the Council
- Be passionate about Peacehaven
- Be respectful, courteous, responsible and a proud ambassador for the town.

Responsibilities

The Youth Mayor represents the Town Council at all times when acting in the Youth Mayor's capacity, this means that they must act courteously, responsibly and respectfully. People associate the Youth Mayor with the Council and therefore any negative experiences reflect badly on the Council.

Depending on the activities whilst in office the Youth Mayor may find that they are handling monetary donations towards a fund or charity; they are responsible for ensuring this money is passed on to the Council as soon as possible. Ideally, arrangements would be made for monetary donations to come straight to the Council, but it is realised that this is not always possible.

In the case of any poor performance, conduct or behaviour whilst in office, this would be managed by the Mayor's Civic Officer or other Council Officer, in liaison with the Youth Mayor's parent/guardian and Chairman of the Council (The Mayor).

Purpose and Priorities

The Youth Mayor helps:

- Bridge communication between young people and the Council
- Assist and encourage younger people in Peacehaven to get involved with the Council and town decisions
- Spread the importance of younger people giving feedback on Council services and activities in the town
- Represent the youth of the town at Council meetings and civic events, including liaising with youth groups
- Fundraise or raise awareness of a chosen charity during their year in office

The Council realise that quite often the term of office for a Youth Mayor coincides with exams or other important personal occasions. The Council would not expect their civic duties to take priority by any means, but does ask that the Youth Mayor inform the Mayor's Civic Office if they are going to need to take a step back for a period.

Benefits of Being a Youth Mayor

- **Influence** - a high-profile elected representative raises the profile of issues that matter to young people and influences local opinion. A Youth Mayor can help find funding for community projects and translate that influence into action
- **Getting their voices heard** – a Youth Mayor ensures that young people are more informed and influential. They can see that they are being listened to and that their concerns are being acted on
- **Understanding and development** – a Youth Mayor gains new skills and develops valuable experiences. Representation promotes the understanding of local democracy and political processes
- **Positive representation** – a Youth Mayor represents young people in the media; countering negative stereotypes and promoting positive images
- **Accreditation of hard work** – a Youth Mayor is eligible to be awarded the Youth Voice Award, if they undertake sufficient hours and engagements in their position
- **New skills** – a Youth Mayor acquires confidence and gains communication, etiquette and presentation skills, and learns to chair meetings
- **Local school development** – creates and maintains a good relationship with the local schools, youth clubs and other youth organisations

Do's and Don'ts

Whilst not a Town Councillor, the role of Youth Mayor has similarities to that of a Councillor in that it is a voluntary role within the Council, working with a common aim.

Town Councillors are elected into office and must adhere to the Members' Code of Conduct. The Youth Mayor is advised to read this document just to fully understand the expectations of the conduct of a public figure (it can be found on the Council's website <https://www.peacehaventowncouncil.gov.uk>). The Youth Mayor should strive to take these 'Seven Principles of Public Life' on board. Whilst not wishing to seem dictatorial, there are certain rules that must be followed by the Youth Mayor:

1. They must not intentionally bring the Council into disrepute, this includes Councillors, Officers and Council services/activities
2. They must not abuse their position or use the title for inappropriate use, behaving appropriately at all times
3. They must remain apolitical at all times when acting or representing the office of Youth Mayor
4. They must seek permission before any financial commitments are made or contracts of any description entered into
5. They must take care of the Youth Mayor's/Deputy's badge of office and any other equipment provided or face liability for any replacement or repair costs
6. They cannot speak or make any decisions on behalf of the Council
7. They should follow civic protocols; They must ensure all communications are courteous and polite, whether face-to-face, in writing or on social media.

Failure to follow these may result in the Youth Mayor being made to stand down from the role; a parent/guardian would be involved in any talk of this nature.

Civic Protocol

The role of Youth Mayor is a civic role within the Town Council and therefore needs to follow the relevant civic protocols. The Mayor's Civic Officer and/or Mayor are able to give guidance of civic protocols in specific circumstances i.e. civic services, parades, council meetings etc.

- **Chain of Office** – the Chain of Office is an important part of the Council's civic regalia. The chain should only be worn when acting in the role of Youth Mayor and should be taken care of at all times.
- **Dress Code** – when attending civic functions, the dress code is usually specified. Most civic functions are formal dress occasions. The Youth Mayor represents the Council, so must be dressed appropriately
- **Titles** – there are certain ways in which to address certain dignitaries, these are be talked through as and when needed. On a local level, when talking about Town Councillors in public or at a meeting, they should be referred to, for example, as 'Councillor Smith' rather than on a first name basis.

Elections & Handover

The first activity and exposure to the Council are the elections for the coming Youth mayor. Elections are carried out through the school's election process which usually begins in late September, ready for the handover on October/November at the Town Council's Full Council Committee Meeting.

When the new Youth Mayor has been elected by the school they are invited to the Civic Committee meeting on a Tuesday for the handover of the Chain of Office. The outgoing Youth Mayors hand over the chain of the office to the newly elected Youth Mayor's to allow them to begin their year in office. When on official business or attending an engagement or an event organized by the Civic Office, the chain should be worn.

Youth Mayor Budget

The Council allocates an annual budget for expenditure in the office of Youth Mayor, this is £500 per year. This budget can be used to support fundraising initiatives for the Youth Mayors chosen charity/ies. For example, to support the purchase of items to raise funds for the chosen charities e.g. hot chocolate to sell on a stall. The budget can also be used to support travel costs to and from Civic Events.

Having this budget in place does not mean this figure must be spent, but does mean it is there in case of expenditure incurred over the year. Council money is public money and therefore cannot be spent without having followed the correct procedures. If the budget is required to support a Youth Mayor initiative, a report must be submitted to the Civic & Community Events Committee; a Peacehaven Town Council officer can help with this.

Council meetings

The Youth Mayor is invited to all Full Council meetings and the Civic and Events Committee Meetings. The meetings are usually on a Tuesday evening at 7.30pm in the Anzac Room, Community House; there are usually five or six held annually.

Council Officers provide guidance on the format of the meetings ahead of their first meeting. These are public meetings attended by up to 17 Town Councillors as well as Council Officers, and where members of the public are welcome to attend. The agenda for these meetings is published the week before the meeting and the Youth Mayor receives a copy of the agenda and any other relevant documentation.

The Youth Mayor is invited to give a written and/or verbal update at each Council meeting. This is a good opportunity to update Councillors and the public on the activities of the Youth Mayor, achievements and future plans.

The Youth Mayor is free to comment on items during meetings but does not vote.

Contact with the Council

The Council primarily uses email to stay in contact with the Youth Mayor. However, the Council will ask for a phone number(s), just in case of a more urgent need to make contact.

Any personal contact details given to the Council are held securely and not shared with anyone beyond Council staff.

To contact the council the following e-mail address should be used: RSVP@peacehaventowncouncil.gov.uk

Working with the Adult Mayor

For the role of the Youth Mayor to successfully work, it is essential that the Youth Mayor works with the adult equivalent (the Mayor of Peacehaven). This could be in the form of meeting regularly with the adult Mayor, holding joint community surgeries together with them or presenting to Council together on topics of mutual interest.

Adult Mayors are busy people, so it is essential that meetings are short and to the point. The Youth Mayor may need some help to prepare for these meetings and to create a message that they partner with the adult Mayor. In logistical terms, adult Mayors and/or, leaders of the Council have had many years of preparation to learn about politics, a Youth Mayor needs to learn the ropes in a very short space of time.

Generally, the Youth Mayor helps the adult Mayor fundraise for their charity/ies, or they may concentrate on a particular item they would like to raise money for within the town.

Support

In addition to the individual feeling confident in their ability to carry out the role of Youth Mayor, it is vital that they have the support of a parent or guardian (or another responsible adult, perhaps a teacher). Given the ages of the Youth Mayor, the Council has found that the supporting adult often gets involved in many stages of their term in office, particularly with moral support, travel to and from civic events and general support in Youth Mayor activities.

Within the Council, the Youth Mayor is supported by the Civic Officer. The Civic Officer is on hand to give guidance, advice and assist with administration during the term in office. The Civic Officer has many other duties in addition to civic support, so will have a discussion with the Youth Mayor at the beginning of their term of office as to the level and frequency of support that can be provided.

The Mayor and Deputy Mayor of Peacehaven will also give any guidance, advice or support to the Youth Mayor, including 'taking them under their wing' at civic events and helping with the understanding of protocols where needed.

The Youth Mayor has access to Peacehaven Town Council meeting rooms, premises and equipment. The Council always make sure that the Youth Mayor and Deputy feel supported in their roles.

Invites and Engagements

It is highly likely that the Youth Mayor will be invited along to events and functions as part of their role. This may be alongside the Mayor or Deputy Mayor of Peacehaven, or may be separately.

The majority of invites come through the Town Council and are discussed with the Youth Mayor by the Civic Officer, who then makes arrangements as necessary.

Some invites, however, may come directly to the Youth Mayor; in this case, the Youth Mayor must ensure they inform the Civic Officer of the engagement and relevant details, so that a record can be kept. In some instances, the invite may be to an event/function with a cost (a ticket cost or stall cost, for example). Attendance at these have to be assessed on an individual basis by the Mayor's Civic Officer, taking into account the financial implications.

In order for the Council to justify a spend, the event/function must be either raising the profile of the Town Council, the town itself or a specific activity and/or project of the Youth Mayor's or Council's.

Annual Events

Each year the Council holds certain events that the Youth Mayor is invited to get involved with:

- Annual Town Meeting (April)
- Mayor's Civic Service (August)
- Summer Fair (June/July)
- Remembrance Services (November)
- Mayor's Civic Reception (March/April/May)

At the beginning of their term of office, discussions take place as to the level of involvement the Youth Mayor would like to have and any roles to be carried out. The Youth Mayor is then kept updated with relevant plans for the events/functions and given a full briefing ahead of the day.

Youth Groups

The Youth Mayor is encouraged to get involved with community youth groups where possible. There are also numerous sporting or music groups for the younger generations. These groups are a fantastic way to open dialogue between the Council and the youth of the town.

Charity Support

Each Youth Mayor is given the opportunity to choose a charity, local good cause or project to raise funds for during their term in office; this is the same for the Mayor of Peacehaven. As well as representing the youth of Peacehaven, this enables the Youth Mayor to make a measurable positive and lasting impact and have a further sense of achievement after their year in office.

It is recommended that their chosen charity/ies be local, with a direct impact on the town of Peacehaven and its residents.

A chosen charity must be a registered charity. The Youth Mayor is to discuss thoughts on a chosen charity with the Mayor's Civic Officer before approaching the charity.

Fundraising

Assuming a charity has been chosen (it is not a necessity if the Youth Mayor does not wish to), all fundraising opportunities should be discussed with the Mayor's Civic Officer before going ahead, and then the Youth Mayor can set about fundraising.

All funds raised are held securely by the Council and totaled at the end of the financial year 31st March. The Youth Mayor is then able to arrange a presentation to the charity of the funds raised, generally at the Mayor of Peacehaven's end-of-year Reception.

The Council has strict financial procedures governing the handling and processing of incoming and outgoing monies. The Youth Mayor must ensure that any monetary donations or funds in their possession are passed on to the Council at the earliest possible convenience.

The Youth Mayor budget of £500 can also be used to support with fundraising initiatives.

When looking at ideas for fundraising, the Youth Mayor could look at the following:

- Non-school uniform days (£1 donation per student)
- Sponsored activities
- Stalls/fundraising at other events
- Online / Social media campaigns
- Simple word of mouth / publicity of cause

The Youth Mayor may have other ideas, but these would need to be discussed with the Mayor's Civic Officer and any other relevant third parties so feasibility can be considered alongside the demands on the resources of the Council.

The Youth Mayor budget of £500 can also be used to support fundraising initiatives.

Personal Details

The Council needs to hold some personal information on file e.g. contact details, medical history or allergies, emergency contact details etc. All details, other than contact details, are disposed of as confidential waste when the Youth Mayor and Deputy leave office.

Youth Mayor Email Account

All in-office email correspondence from the Youth Mayor and Deputy Youth Mayor must only be sent from a professional email account (i.e. not through a personal email account). The Council never sends correspondence to a personal email account of the Youth Mayor or Deputy Youth Mayor.

The Council communicates non-confidential with the Youth Mayor and Deputy via email, including giving details of events, meeting paperwork and Council updates, whilst ensuring to always also cc the school or guardian.

Upon taking office, if the Youth Mayor and Deputy are set up with a specific email account that is operated by the Council, they are given the details for accessing their email account and are responsible for their individual account; however, Council Officers may have to gain access in certain situations.

Parent/Guardian Involvement

The Council will want to meet with the parent/guardian of the Youth Mayor and Deputy upon first taking office and will need to be able to have a communication channel with the parent/guardian; it will also give them an opportunity to ask any questions they may have.

Due to the public nature of the role of Youth Mayor, the Council will seek consent from a parent/guardian for the use of photos and possibly videos of the Youth Mayor and Deputy. This may be photos at public events or videos of Council meetings for example.

Safeguarding

Due to the ages of the Youth Mayor and Deputy Youth Mayor the Council accepts responsibility for the safeguarding of a minor. This is monitored closely by the Town Clerk, as the Council's Chief Officer. This said however, ultimately the parent/guardian holds responsibility for the child and should ensure that necessary arrangements and considerations are in place; this includes travel to and from evening Council meetings and civic events for example.

Risk Assessments

The Council carries out risk assessments for all its activities, including assessments surrounding young people. While the Youth Mayor's/Deputy's parent/guardian holds responsibility for them, the Council ensures that at no time the Youth Mayor or Deputy are placed under any undue risk. This includes checking that travel arrangements have been made for functions and events, and ensuring they are not to be alone in a building or area or with just one other person

To Conclude

When establishing a Youth Mayor, it is essential that young people take the lead, feel empowered, make informed decisions and can see the difference they are making to their community.

The Youth Mayor, with appropriate support, now needs to take the lead and get started! They may want to think about training opportunities, meeting with other established Youth Mayors and running activities or events with young people in the area.

Formal Agreement

Youth Mayor:

I confirm that I have read and will adhere to the procedures outlined in the Youth Mayor's Handbook.

SIGNATURE:

Youth Mayor of Peacehaven

DATED:

Name of Parent/ Guardian:

Signature of Parent/Guardian:

DATED:

Email address of Parent/Guardian:

Mobile Number of Parent/Guardian:

Deputy Youth Mayor:

I confirm that I have read and will adhere to the procedures outlined in the Youth Mayor's Handbook.

SIGNATURE:

Deputy Youth Mayor of Peacehaven

DATED:

Name of Parent/Guardian:

Signature of Parent/Guardian:

DATED:

Email address of Parent/Guardian:

Mobile Number of Parent/Guardian:

Head Teacher of Peacehaven Community School:

Name of Headteacher:

SIGNATURE:

Head Teacher of Peacehaven Community School

DATED:

Ratified at Full Council on _____

George Dyson
Town Clerk

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



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

Committee:	Community Engagement	Agenda Item:	CCE588
Meeting date:	9 th September 2025	Authors:	Cllr Deborah Donovan
Subject:	The Mayor's Winter Festive Sizzler		
Purpose:	To agree – Festive Winter Sizzler – Mayoral Civic Event		

Recommendation(s):

To agree format, date and times

1. Background

PTC have always delivered a traditional carol concert, but my recommendation for this year is a come together Festive Winter Sizzler!

2. Options for Council

To agree

3. Reason for recommendation

To start organising the event

4. Expected benefits

Bringing the community together for a FREE event

5. Event Specific Details

As the holiday season approaches, it's time to sprinkle some festive cheer into our celebrations! I propose we create a dynamic and captivating "sizzler" featuring a medley of cheerful Christmas songs, along with snippets from popular shows and pantomimes. This event aims to evoke nostalgic feelings while introducing the joy and warmth of the season to audiences of all ages. Starting at 5.00pm to around 7.00pm, this show will take place on Friday 28th November. We hope that the Evangelical will provide the usual mince pies (we can ask for donations from local express stores) and hot drinks.

Overview

The festive winter sizzler will include popular holiday classics such as "Jingle Bells," "Silent Night," and "Deck the Halls," seamlessly blended with lively excerpts from beloved pantomimes and shows. The incorporation of these snippets will not only enhance the musical experience but also resonate with the playful spirit of Christmas, creating a joyous atmosphere.

Music Selections:

1. **Classic Carols**: Incorporating traditional favourites that everyone knows and loves will bring an authentic feel to the event. I hope that our local schools will participate (waiting for confirmation), with local residents and maybe younger members of the churches can recite the nativity? I have spoken with the Ukulele and bell ringing groups, who are interested.
2. **Panto Highlights**: Adding energetic musical moments from well-known pantomimes like "Cinderella" and "Aladdin" will capture the essence of family entertainment during the festive season. This part of the show will include the Peacehaven Players and will help to promote their forthcoming pantomime.

Visual Elements:

To accompany the music, engaging visuals and scenes from various festive productions can be synchronised to the tunes, creating an immersive experience. Colourful graphics, festive settings, and cheerful characters will invite viewers into the magical world of Christmas. Props from the panto, maybe?

Objective:

This festive sizzler aims to promote upcoming festive shows, encourage ticket sales, and spread the seasonal spirit throughout the community. By showcasing snippets of performances alongside the beloved music, we hope to create anticipation and excitement for audiences and at the same time start off the winter celebrations in Peacehaven.

5.1 Purpose of the event	To help raise awareness for the Peacehaven Players panto and encourage ticket sales
5.2 How will the event be funded	This would be a free event, donations at the end of the evening would be gratefully received for my charity SCDA community Supermarket. Tickets to be issued on 1 st November to enable PTC to keep a record of numbers. Usual dignitaries to be invited.
5.3 What resources are needed	Main Hall, kitchen and foyer
5.4 Staff time required	Caretaker
5.5 Timescale to organise event	ASAP – to start booking and confirming participants

5.6 Marketing

5.6i Will print marketing be required?	Yes, advertising, tickets and invitations
5.6ii What key information will need to be on the event poster?	The Mayor will co-ordinate with the Civic & Events Officer
5.6iii What organisation logos need to be on the marketing?*	Just PTC
5.6iv When will marketing need to begin?	1 st October

*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, H&S and Food Hygiene certs will be in place
6.3 Financial	Events budget will be monitored
6.4 Time scales	Once event agreed, organisation will begin
6.5 Stakeholders & Social Value	An event for the community
6.6 Contracts	None
6.7 Climate & Sustainability	Single use plastic policy adhered to
6.8 Crime & Disorder	Go towards community cohesion to indirectly help reduce crime and disorder
8.9 Health & Safety	Policies will be adhered too, along with having the relevant documents in place
6.10 Biodiversity	-
6.11 Privacy Impact	In accordance with the data protection policy
6.12 Equality & Diversity	Accessible to all

7. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
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"/>

7.7 Which business plan item(s) does the recommendation relate to? Civic and events

8. Appendices

None

Civic & Community Events Committee

CCE589

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

CCE589

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

Event Review Form

Event:	V J Day 80		
Date of Event	01/08/2025	Date of meeting	09/09/2025
Committee	Community Engagement	Agenda Item	CCE591
Report Author(s)	Cllr Deborah Donovan		

Summary of event

My thoughts and review.

On Friday, 15th August, we observed three significant events in commemoration of VJ Day, dedicated to reflecting on the memories and sacrifices made during the conflict. Extensive research was carried out to gather and honour the recollections associated with this important occasion.

The first event was held in partnership with the Royal British Legion, a fitting tribute to those who served. The Mayor, accompanied by her Consort, Sea Cadet, and the Youth Mayor, participated in a solemn ceremony that included the raising of the V J Day 80 flag and the laying of a wreath on behalf of the community of Peacehaven. This ceremony served as a poignant reminder of the importance of remembrance and the role the Royal British Legion plays in honoring our veterans. We were fortunate that ITV News attended and clips of the mornings' proceedings were televised.

Following this, a gathering took place at the Community House, where guests and residents were welcomed for refreshments. During this time, attendees were able to engage in reflective conversation and reminisce about the themes of sacrifice and peace. A particularly moving part of the gathering was the viewing of a short film titled "The Next Morning," created by James Graham. This film added depth to the occasion and allowed participants to connect with the content in a profound way. Our guests had an opportunity to write of their thoughts of the future, and were placed into a capsule with other relevant documents relating to Peacehaven.

The culmination of the day's events occurred with the planting of a memorial tree, a significant act symbolising growth and remembrance. We were honoured to have the Deputy Lieutenant and High Sheriff join the Mayor for this important moment. During this time, the memory capsule was buried, destined to serve as a tangible connection to this commemorative event for future generations; which will be dug up in 2075!

In summary, the events of VJ Day on August 15th were deeply impactful, fostering a sense of community, reflection, and remembrance. These occasions remind us of our shared history and highlight the importance of honouring those who contributed to our freedom

Cllr Deborah Donovan

Financial

Income Budget agreed at CCE563a to be taken from Civic Events	£323.13
Expenditure 16.3" Time Capsule: £48.20 Wreath (x1 + memorial tree): £37.50 Plaque: £49.16 Tree Betula utilis var. jacquemontii, groundsteam times for collection: £80.00 mesh tree guard, irrigation waterer: £35.05 VJ day flag: £25.50 Refreshments: TBC Granite Glue: £14.99 Acid Free Paper, bags and pens: £23.90	£333.76
Total Surplus	£ Click or tap here to enter text.

Number of people at event	100/150 guests and residents
----------------------------------	------------------------------

Officers report
<p>At 11 oclock, dignitaries, the Royal British Legion and residents joined the Mayor Cllr Debbie Donovan and staff at the war memorial for wreath laying and raising of the flag along with reading the Kohima epitaph, we then asked residents to join us at Community House for refreshments, and to reflect.</p> <p>We decorated the Anzac room with wonderful memorabilia, books, photos and informative clippings of residents and families of heros who had died and who either lived in or near to peacehaven.</p> <p>Members of the British Legion brought medals in from members of their family and letters from King George VI; all these items where very precious and treasurable. Members of the Royal British Legion also kindly served tea, coffee and cake to everyone.</p> <p>About 50 residents were offered free tea, coffee and cake in the Anzac room and watched 2 short films. We also asked everyone to write a 'Dear future' letter, and we placed them and many other item into the time captual that the Mayor Clrr Debbe Donovan buried under the tree at the big park. A 2-minute sileence was held at 12pm.</p> <p>Dignities and residents joined the mayor at the big park for planting a tree and the time capsule, with a plaque to commemorate this important day.</p> <p>The morning was very memorable and moving.</p>

Councillor's report
<p>My sincere thanks to all staff who were involved in the research leading up to this events and to those who helped on the day. As I have said above, a most poinant memoral event. A note to council to dig up the capsule in 2075!</p>

Climate change / sustainability factors

Click or tap here to enter text.

Social value/ impact factors

The events brought the community together in a reflective tribute to the past, whilst at the same time looked to the future.

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

The research into the memoriabilia and cuttings displayed at Community House was a lengthy and invoved process - it would be a good idea to look at how to manage this more effectively if this type of event were to be held again.



Peacehaven Town Council

Event Review Form

Event:	SUMMER FAIR		
Date of Event	12/07/2025	Date of meeting	09/09/2025
Committee	CCE	Agenda Item	CCE592
Report Author(s)	INFORMATION OFFICER		

Summary of event

This was a very successful event for Peacehaven Town Council and amongst other things, was made up of stalls holders, a kite show, a free childrens' games area, a show arena, live bands, food and drink and many happy residents and stall holders.

Financial

Income
Sponsorship Money
Toyota
COOP Funeral Care
Northstar

£Click or tap here to enter text.

Expenditure
PLEASE SEE ATTACHED

£Click or tap here to enter text.

Total Surplus

£Click or tap here to enter text.

Number of people at event	3000 PLUS
----------------------------------	-----------

Officers report

At 7am the sun was out, the sky was blue and the staff were up early to get the event ready; this included setting up the arena, councillor tent, table and chairs, parking, free area, and much much more.

The fun fair started to arrive at 7am followed by the food outlets, the main stall holders arrived by 8.30, where staff worked hard to escort each stall holder to their pitch in a safe and professional manner.

At 11am the MC, Nick Emmett, introduced the Deputy Mayor, Cllr Aimee Harman, to open the fair, unfortunately at the last minute Will Bailey was not able to attend due to a competition in the USA.

Cllr Harman introduced all her dignitaries; the Deputy Lieutenant of East Sussex, the High Sheriff, the Chairman of ESCC, the Mayor of Uckfield, the Mayor of Telscome, the Mayor of Polegate, the Mayor of Newhaven, and their respective consorts. Cllr Harman involved them with the opening of the fair. CR Allens kindly offered a vintage car to take Cllr Harman around the fair, this was followed by a dragon dance to open the arena up for our fantastic local clubs showcasing their great talents. Thank you for all the groups that gave up their time.

Nick Emmett the MC kept the day going with great entertainment - a true showman, and I'm very grateful for his great professionalism.

The councillor tent, which housed the councillors' information desk, had a flurry of people also looking at the neighbourhood plan, and this was where the the dignitaries' luncheon was hosted.

This year we had 76 various stalls ranging from tombolas, crafts, goal shooting, information stalls, food and drink outlets, clothes swapping and upcycling, a fun fair, ice cream, and many more.

We welcomed Brighton Kite show over on the field by the café unfortunately they had a little trouble at the start with getting the kites to fly as it was such a still and hot morning. Come lunch time, the breeze slightly picked up and then up they went with some amazing kites. Brighton kite company was so thrilled to be asked to the fair that they would like to hold a big kite show of their own in the future. Toyota and Cr Allen also joined us with a new and classic car. Unfortunately this year we had to cancel the dog show due to the hot weather

Also new this year at the fair was a live band tent, Clair from Wyrd Fox who organised amazing bands, showcasing great talents throughout the day - this was a great asset for the day; this was held just outside the Gateway café.

We introduced a free of charge childrens' play area with sandpit, slide, bubbles, colouring area, splat the rat, jenga and many more games to play, this area went down really well with many happy children spending a long time in this area - thank you for everyone who spent time in the heat looking after the area.

Nicola from the Gateway café kindly put on a small buffet luncheon for the Deputy Mayor and her dignitaries. Tea and coffee was also supplied for the Deputy Mayor, dignitaries, councillors and all volunteers.

The Centenary Park car park was for blue badge holders only again and with 2 football matches going on as well this went well; the staff looked after the parking with great professionalism. There were only a couple of people who weren't understanding about the parking decision, however they parked up elsewhere and came to the fair.

Throughout the day a member of the team went around taking loads of photos of the Deputy Mayor, Cllr Aimee Harman, with all the stalls holders and general public, and there was a live-feed on facebook throughout the day - a few pictures are attached.

At 4pm the fair was closed and all stall holders were escorted out safely, as there were still loads of people using and wandering around the park; the café was having their own function in the evening with the PCS band playing to raise money for Nicola's granddaughters charity.

Brighton Kite Flyers had to be asked to leave at 6.45pm, otherwise they were happy to stay all night and unfortunately the gates had to be closed and the staff needed to go home as they had been there since 7am. The team then cleared the field, took down the 2 large gazebos, cleared all rubbish, packed up the vans, locked the toilets and bins.

The gates were finally closed at 7pm once the fun fair had left, and we could finally leave.

There was a great sense of community at our event, with many smiling faces and tired children by the end of the day.

We have had great feedback from stall holders, ranging from how well the fair was organised to wanting to attend the next fair - I have attached a few emails.

A big thank you to all the councilors who gave up their time during the day to help, manning the main PTC tent with general enquires and the free childrens games area in the hot sun, and at the end of the day helping with the litter picking.

Thank you to Holly and Kem our volunteers who gave their time up for the day, helping with whatever needed doing on the day.

I would like to say a huge thank you to all the staff for their tireless hard work through the day and most of all their support throughout the whole organisation of the fair they are truly amazing and a great team to work with.

Councillor's report

I went along as The Deputy Mayor, as the towns mayor was unable to attend, so as my first official stand in event I felt it was a very successful day where I was looked after by council staff, guiding and advising me each step of the way. It was lovely to meet all the stall holders with the dignataries, so many different stalls, from churches, to a human tombola, it was all great fun, the community looked very happy smiling in the sunshine. I went to the children's free play area, and could see what a welcome place it was.

I felt the council staff, were extremely efficient and enthusiastic, considering they had been there early and would be having a late finish. All in all a wonderful day, with no issues, or problems that could not be resolved.

Climate change / sustainability factors

Single Use Plastics Policy in place

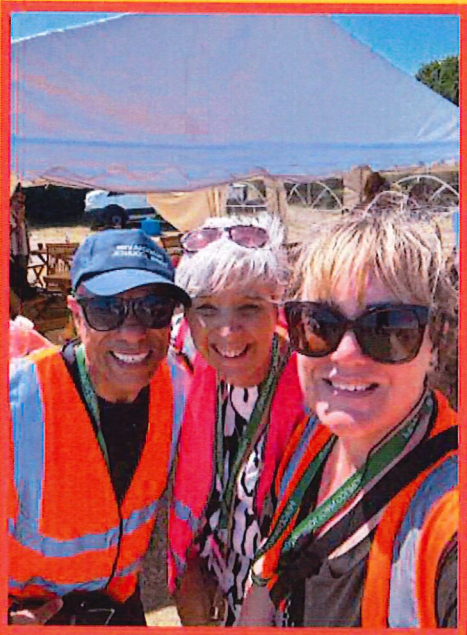
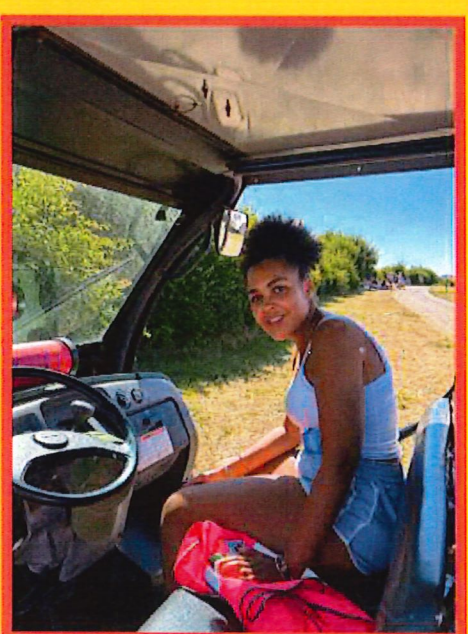
Social value/ impact factors

Great community event for all ages

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

Make the free childrens area bigger.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
430 Summer Fair							
1045 Event Sponsorship	500	500	0			100.0%	
1046 Stall Income (Events)	1,545	1,050	(495)			147.1%	
1094 Other Customer & Client Receipt	600	500	(100)			120.0%	
Summer Fair :- Income	2,645	2,050	(595)			129.0%	0
4500 Event Staff Overtime	2,891	3,000	109		109	96.4%	
4502 Events	950	1,500	550		550	63.3%	521
Summer Fair :- Indirect Expenditure	3,841	4,500	659	0	659	85.4%	521
Net Income over Expenditure	(1,196)	(2,450)	(1,254)				
6000 plus Transfer from EMR	521	0	(521)				
Movement to/(from) Gen Reserve	(675)	(2,450)	(1,775)				
Grand Totals:- Income	2,645	2,050	(595)			129.0%	
Expenditure	3,841	4,500	659	0	659	85.4%	
Net Income over Expenditure	(1,196)	(2,450)	(1,254)				
plus Transfer from EMR	521	0	(521)				
Movement to/(from) Gen Reserve	(675)	(2,450)	(1,775)				

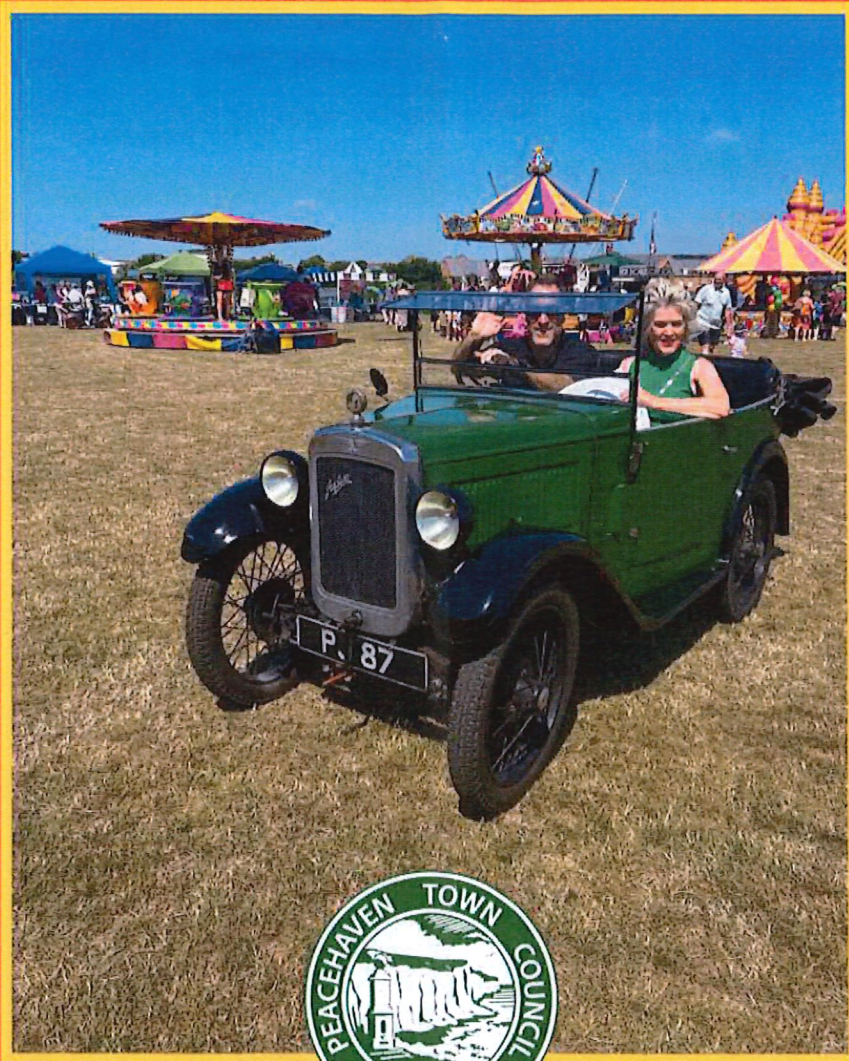


Summer
Fair



12th July
2025





Summer Fair 2025



Hi Karen,

I really enjoyed the day and did quite well.

Can I just say, how well it was organised, I do quite a few fayres/ fetes and yours has been one of the best organised by far.

Please add me to your list for next year.

I hope that you enjoy the rest of the summer.

Good morning Karen,

Well done on organising such a successful summer fair—it was one of the best I've attended this year.

Hi,

I would just like to say what a lovely and very well organised event it was on Saturday. Everyone was very friendly and helpful.

Well done to you and your team.

I would love to be a part of your events in the future so please keep me updated.

Thank you for a really great day. I can't believe how well organised it was. Lots of lovely customers and friendly stall holders. I really enjoyed it and the entertainment was great.

I look forward to joining you again next year and any other events you do, please keep me in mind.

Dear Karen, Thank you for all your hard work in organising a superb Summer Fair. Jarlands had a great day building our brand and having lots of fun doing so.

Great job, looking forward to the next one already!

Hi Karen

Thanks for a brilliant day on Saturday. A particularly epic one for us. We had 167 in the headsets & spoke to something like 300 people about the marine conservation zone.

had a fantastic day at the Summer Fair, especially as we may have found a couple more members and our tombola did well. It was well organised by the PTC team

Dear Karen,

Congratulations to the whole team on the culmination of a great deal of hard work over many months to get the show on the road on Saturday!

Hi Karen,

I just wanted to say a big thank you to everyone for having us at the summer fair. I know it's a massive load of work to organise, but I think you all did a brilliant job on Saturday (and all the stuff before too).

Also wondering if you have an idea about roughly how many people came on the day? It seemed really busy, which is great.

So glad you were able to make it, the car looked great and it's so good for the Community to see you there, kids seemed to love it and that's important.

Big Thanks to Karen our information and bookings officer, who organises the Fair, next one will be in 2027! Next year Telscombe Town Council will arrange a fair over at Chatsworth Park.

We are only too pleased to help!!

You are all so lovely and supportive so we like to give a little back.

We were so busy and I was feeling sorry for you out in the heat all day as you didn't stop all day!!

CCE593 - Agreed Events

Event	Day	Date	Month and Year	Time	Event Details
MERCHANT NAVY DAY	Wednesday	3	Sep-25	10am	Flag Raising
INTERACTIVE RACE NIGHT	Friday	5	Sep-25	7pm – 9:30pm	Supported by the Martello Rotary Club. The use of the main hall & main kitchen. Tickets to be sold by the Information Office. Sponsorship paid to Info Officer 6 or 7 races @£15 20 tables of 6
Civic Service	Sunday	21	Sep-25	10am	Service at the Church of the Ascension (International Peace Day) Cost of cakes & Lillys (white) to end of each pew - to add to CCE 9th September
ArtWave		6,7,13,14,20,21	Sep-25		As per report IS is the main organiser Telscombe TC?
Quiz	Saturday	11	Oct-25	6:30pm - 9:30pm	Held at Community House(Possibly 3 quizzes over the Mayoral year).
Remembrance	Sunday	9	Nov-25	TBC	Church of the Ascension, Bramber Avenue
Armistice Day	Tuesday	11	Nov-25	TBC	Memorial Park
Winter Event (Fetive Sizzler?)	Friday	28	Nov-25	7 - 8:30pm	Winter Event as per the Mayor's Handbook Bell ringers etc.
INTERNATIONAL WOMEN'S DAY	Friday	6	Mar-26	TBC	Flag Raising
COMMONWEALTH DAY	Monday	9	Mar-26	TBC	Flag Raising
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		8	May-26		TBC from TFG on 22 nd Jan
Bingo		24	September	2pm - 4pm	Monthly

CCE593 - Proposed Events

Event	Day	Proposed Date	Month and Year	Time	Event Details
Welcome Café	Monday	Every Monday morning	TBC	TBC	An affordable place to meet, and have refreshments.
SCDA Café		Each Monday	TBC	TBC	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.
Arts & Crafts	Saturday	28th	Mar-26	Mayoral	
Mayoral Reception	Saturday	16th	May-26	TBC	(was originally planned for 11th April)
Quiz	Friday	17th	Apr-26	6.30pm - 9pm	Community House
The mayor's charity tea & cake, in the park.	Friday	24th	Apr-26	Mayoral	Invites to go out in the new year. Tickets via the info office and via eventbrite @ £10, includes hot drink & cake. We can chat about this on Thursday & I'll write a report nearer the time.
Halloween	TBC	TBC	Oct-26	TBC	Under CCE510 was proposed that the Halloween event be held biennially, opposite to the summer fair.

Date Received	Method of contact	Area	Category	Details of Complaint	Actions taken	Current Status	Days taken to close
18/08/2025	Phone	Misc/ Other	Misc/Other	Complaint that the eNews doesn't seem to have been published in several months	0	Open	

Committee:	Community & Civic Events
Start Date:	13/05/2025
End Date:	29/08/2025
Status:	All



Peacehaven Town Council

Agenda Item:

CCE595

Title:

Committee Action Plan

Committee:

Civic and Community Events

Purpose of Report:

To Inform

Date:

9th September 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 9 th September 2025.
	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	